

## Introduction



The Department of Criminal Justice Training does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability. This agency will provide, on request, reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs and activities.

The Department of Criminal Justice Training is committed to full compliance with the spirit and intent of all provisions of the Americans with Disabilities Act and equal employment opportunity.

**Peace Officer  
Training Requirements**

**Basic Training:** KRS 15.380 and KRS 15.400 requires the certification of State Police officers, city, county, and urban-county police officers, deputy sheriffs (except those identified in KRS 70.045 and 70.263(3)), state or public university safety and security officers, school security officers, airport safety and security officers, Alcoholic Beverage Control field representatives and investigators, and investigators of the Division of Insurance Fraud.

To be certified, KRS 15.404 requires peace officers to successfully complete, within one year of appointment or employment, 640 hours of basic training at a school certified or recognized by the Kentucky Law Enforcement Council. This includes all full-time, part-time, and auxiliary officers, whether paid or unpaid.

Excepted from the basic training requirements are sheriffs, coroners, constables, jailers, Racing Commission security officers, and the Commissioner of the State Police. Federal peace officers cannot be certified.

**In-Service Training:** KRS 15.404 requires peace officers annually to successfully complete 40 hours of in-service training at a school certified or recognized by the Kentucky Law Enforcement Council. Excepted from the in-service training requirements are sheriffs, coroners, constables, jailers, Racing Commission security officers, and the Commissioner of the State Police.

## **KENTUCKY LAW ENFORCEMENT COUNCIL**

### **Peace Officer Training Standards**

The Kentucky Law Enforcement Council is responsible for certification or approval of curriculum, instructors and schools, and conducting police training for purposes of KLEFPF (pay incentive). The Department of Criminal Justice Training has obtained certification for all Law Enforcement officer courses contained in this schedule of classes. Other courses may also be approved. Further information may be obtained by contacting:

Dennis G. Mills  
Kentucky Law Enforcement Council  
Funderburk Building  
521 Lancaster Ave, E.K.U.  
Richmond, KY 40475-3102  
(859) 622-6567  
FAX (859) 622-2740  
e-mail: dmills@docjt.jus.state.ky.us

### **Peace Officer Professional Standards**

During the 1998 Legislative Session, the General Assembly passed the Peace Officer Professional Standards Act. The effective date of the legislation was December 1, 1998. This new legislation established minimum qualifications for employment and certification as a peace officer in Kentucky.

The Kentucky Law Enforcement Council has been designated as the agency to administer the certification process. For additional information, please contact:

Larry D. Ball  
Kentucky Law Enforcement Council  
Peace Officer Professional Standards  
Funderburk Building  
521 Lancaster Ave., E.K.U.  
Richmond, KY 40475-3102  
(859) 622-6218  
FAX (859) 622-5943  
e-mail: pops@docjt.jus.state.ky.us

## Introduction

### Obtaining Credit for Basic Training

A law enforcement officer who as of his date of employment has already successfully completed a law enforcement basic training course may, for the purpose of obtaining credit for meeting the basic training requirement, apply to the Kentucky Law Enforcement Council for credit. Upon receipt of the request, the executive staff advisor for training shall verify that the officer has successfully completed a basic training course that was certified or approved by the police officer standards and training council in the state where it was taken. The officer and his department shall be responsible for providing the proof needed for verification. Minimum requirements include:

- A copy of the topics and hours of the basic course taken;
- Documentation that the course was successfully completed;
- Documentation that the course was approved or certified by the POST agency in the state taken, and;
- Documentation that the person was a certified sworn law enforcement officer in the state where the basic was taken.

If an officer has successfully completed a certified or approved basic training course and has honorably retired from a law enforcement agency, the training standard shall be the same as existed at the time and place the basic training was taken.

### Obtaining Credit for In-Service Training

The Kentucky Law Enforcement Council must approve any course taken for certification or KLEFPF credit. All law enforcement courses listed in this schedule of classes have been approved. Courses taken at other schools may also be approved. If the course has not been approved, an officer can request approval by submitting the following to the Council office before attending the course:

- The name of the agency conducting the course
- A schedule of the course
- A biographical list of instructors teaching the course
- Number of hours of training
- As much descriptive information about the course as possible to assist the Council in making its decision.

Except in unusual circumstances, the Council does not approve for training credit:

- Conferences where attendance is not mandatory and recorded
- Courses that are not tested.
- Courses that are submitted after the fact.
- Courses presented by commercial enterprises to sell products or services.

If an officer learns of the existence of a course between Council meetings and wants to request approval, it should be done by addressing a letter to the Council office including as much information as possible about the course. The request will be presented at the next regular Council meeting where a decision will be made.

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**DIRECTORY**

<b>General Information</b>	(859)	622-1328
<b>Commissioner's Office</b>	(859)	622-6165
<b>General Counsel</b>	(859)	622-2219
<b>Principal Assistant</b>	(859)	622-8295
<b>Public Information Officer</b>	(859)	622-5885
<b>Basic Training Branch</b>	(859)	622-2216
<b>FAX</b>	(859)	622-5913
Knowledge Training Section	(859)	622-5883
Skills Training Section	(859)	622-2213
Physical Training Section	(859)	622-4797
Breath Test Section	(859)	622-2309
<b>Carrying Concealed Deadly Weapons</b>	(859)	622-2299
<b>Compliance Section</b>	(859)	622-5924
<b>Contracts for Pay Agencies</b>	(859)	622-3454
<b>Coroners Training</b>	(859)	622-2209
<b>Director of Administration</b>	(859)	622-8081
<b>Director of Training Operations</b>	(859)	622-2217
<b>Director of Training Support</b>	(859)	622-2221
<b>Grants</b>	(859)	622-5002
<b>In-Service Training Branch</b>	(859)	622-2304
Management & Investigation Training Section	(859)	622-2209
Patrol & Traffic Training Section	(859)	622-2209
<b>FAX</b>	(859)	622-8131
Telecommunications Training Section	(859)	622-3386
<b>FAX</b>	(859)	622-5024
Legal Training Section	(859)	622-3801
<b>FAX</b>	(859)	622-6578
Louisville Training Section	(502)	995-0700
<b>FAX</b>	(502)	995-0702

**DIRECTORY (CONTINUED)**

Kentucky Law Enforcement Council	(859)	622-6567
FAX	(859)	622-6504

KLEFPF (Pay Incentive) Office	(859)	622-2224
FAX	(859)	622-1508

Peace Officer Professional Standards	(859)	622-6218
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**\* Forms on pages 21-31 should be mailed or faxed to this office.**

FAX	(859)	622-5943
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Police Corps	1-866-592-6777 (Toll Free) or	(859)	622-5032
FAX		(859)	622-5027

Records	(859)	622-5055
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**Registration/Class Availability**

FAX	(859)	622-2740
Breath Test	(859)	622-2914
Coroner	(859)	622-2225
In-Service	(859)	622-6253

**or**

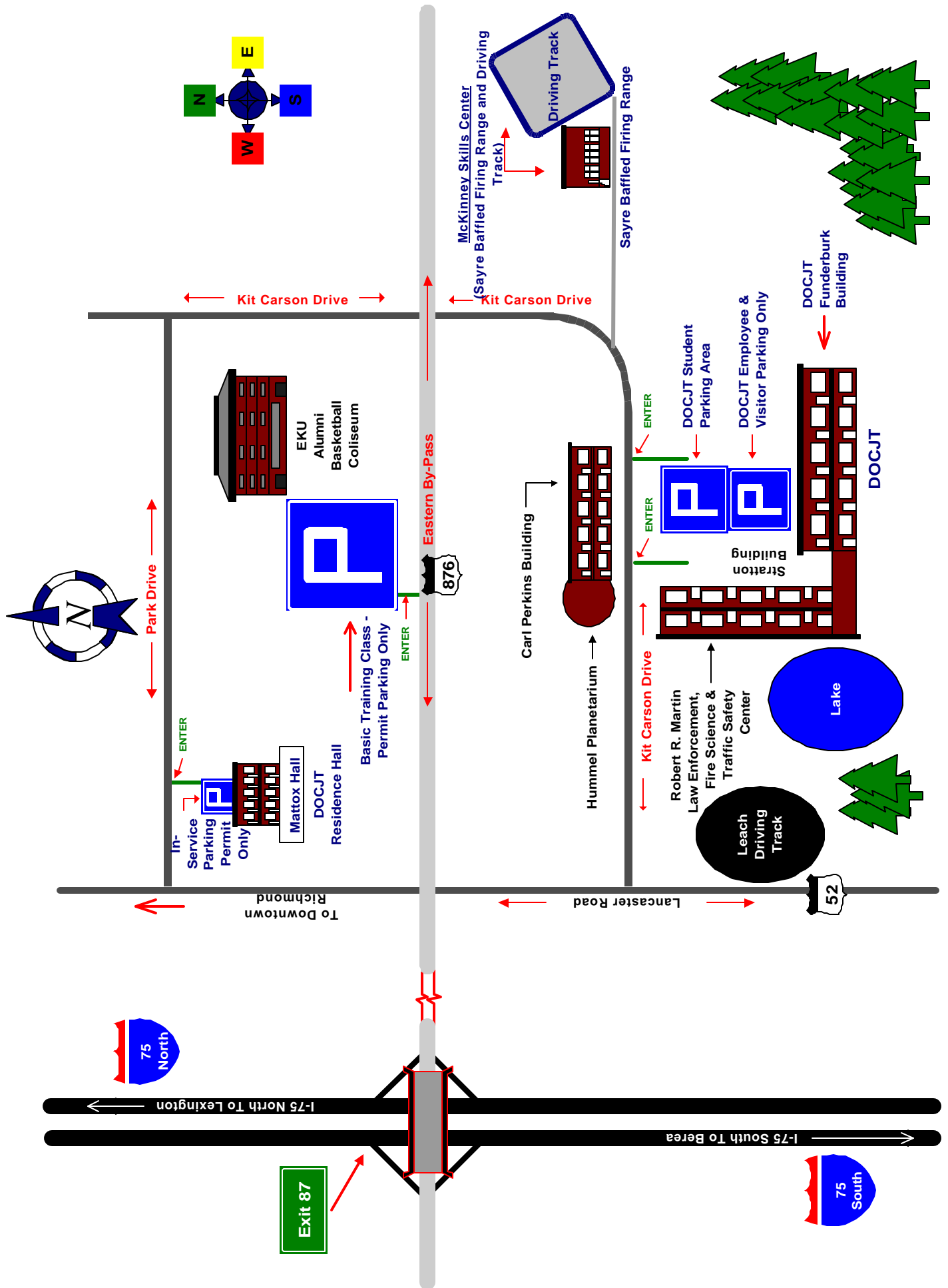
	(859)	622-2914
Law Enforcement Basic Training	(859)	622-6253
Telecommunications	(859)	622-2225

Staff Services	(859)	622-5049
FAX	(859)	622-5886

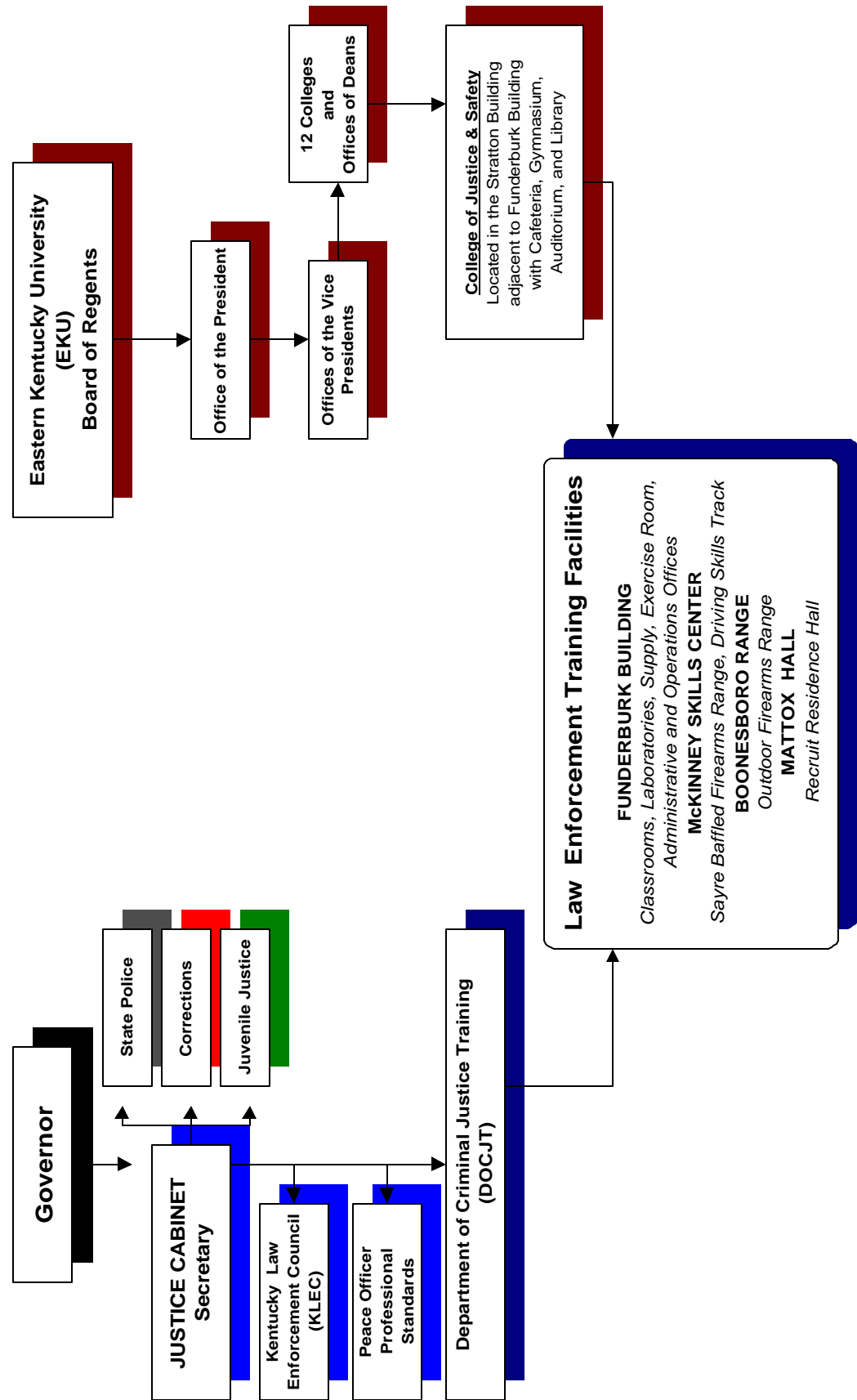
E-Mail	@docjt.jus.state.ky.us (precede the above with first initial and last name of individual, using lower case letters)
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The organizational chart for the Kentucky Department of Corrections is structured as follows:

- Justice Cabinet Secretary**
  - Commissioner**
    - Kentucky Law Enforcement Council** (Person to Contact, Criminal Skills)
      - Peace Officer Professional Standards** (Staff Assistant)
        - Executive Staff Advisor
        - Admin. Spec. II
        - Admin. Spec. III
      - Kentucky Law Enforcement Council** (Executive Staff Advisor)
        - Admin. Spec. II
    - Staff Assistant**
      - Admin. Spec. III
      - Clerk II
    - Public Information Officer**
      - Public Information Officer
      - Media Specialist
      - Admin. Spec. II
    - Training Support Division** (Division Director II)
      - Admin. Spec. III
      - Supply Branch** (Branch Manager)
        - Supply Section
          - Admin. Spec. II
          - Supplying Officer/Unit
          - Stock Worker
      - Information Systems Branch** (Branch Manager)
        - Systems Tech Specialist
        - Systems Analyst/Unit II
        - Records & Registration Section
          - Sec. Supervisor
          - Secretary II
          - Document Processing Specialist III
          - Admin. Spec. II
        - Computer Systems Section** (Sec. Supervisor)
          - Network Analyst
        - Facilities Section** (Sec. Supervisor)
          - Clerk II
          - Admin. Spec. II
        - Printing Operations** (Printing Operations Admin.)
          - Printing Equip. Operator II
    - Administrative Division** (Division Director I)
      - Admin. Spec. III
      - Grant Consultant**
        - Grant Manager
      - Accounting Section** (Sec. Supervisor)
        - Admin. Spec. III
        - Accountant II
      - Compliance Section** (Investigator Manager)
        - Admin. Spec. II
        - Investigator III
      - Personal Section** (Personal Administrator)
        - Personal Admin. Assoc.
        - Clerk II
    - Special Counsel**
      - Executive Secretary I
      - Staff Attorney III
    - Training Operations Division** (Division Director II)
      - Admin. Spec. III
      - Police Corps** (Executive Staff Advisor)
        - Admin. Spec. II
        - Justice Program Supervisor
        - Training Instructor
      - Basic Training Branch** (Branch Manager)
        - Admin. Spec. II
        - Knowledge Section** (Sec. Supervisor)
          - Admin. Spec. II
          - Training Instructor
        - Skills Section** (Sec. Supervisor)
          - Training Instructor
        - Intermediate Training Branch** (Branch Manager)
          - Admin. Spec. II
          - Legal Training Section** (Sec. Supervisor)
            - Legal Secretary I
            - Staff Attorney II
          - Legal Section** (Sec. Supervisor)
            - Admin. Spec. II
            - Staff Attorney II
            - Training Instructor
          - Parole & Traffic Section** (Sec. Supervisor)
            - Training Instructor
            - Communications Section (Sec. Supervisor)
              - Admin. Spec. II
              - Training Instructor
          - Branch Training Section** (Sec. Supervisor)
            - Admin. Spec. II
            - Training Instructor



Kentucky Justice Cabinet And Its Relationship With Eastern Kentucky University





### **FOR THE LATEST INFORMATION, VISIT OUR WEB SITE!**

The Department of Criminal Justice Training has established a web site at <http://docjt.jus.state.ky.us>. This makes it possible for us to deliver up-to-date information about the 2002 Training Schedule, Kentucky Law Enforcement Council, Police Corps, Peace Officer Professional Standards, the Kentucky Law Enforcement News (KLEN News), the Kentucky Law Enforcement Memorial Foundation and other news. We will continually be updating and adding important information relevant to the Kentucky law enforcement community.

The ***DOCJT Organization*** button takes you to information about the divisions, branches, and sections of the department, including phone numbers, e-mail addresses and staff photos.

The ***2002 Training Schedule*** button will take you to training schedule information such as monthly schedules, mandatory training, frequently asked questions concerning training registration, publications, and forms. At this time, the forms cannot be completed on-line but can be printed for your use. Please check this site for updates on class additions, cancellations, or revisions.

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# REGISTRATION



**Kim Spires, Robin Whitaker, and Wanda Mason assist officers with registration for classes.**

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## The Most Frequently Asked Questions

### **Q. How do I apply for a course offered by the Department of Criminal Justice Training?**

- A.** Fill out **DOCJT Form #29-1, Agency Request for Training**, to register for all classes.

If any of the following conditions exist, you will also need to complete **page 1** of **POPS Form F** :

- New employee
- Transferred from one department to another department
- Employment status change
- Rank change
- Address change (home or agency)
- Agency head change since your last request for training

**All areas of the form have to be completed and it MUST be signed by the agency hiring authority.**

**In addition to POPS Form F (page 1) and DOCJT Form 29-1 :**

Persons requesting Law Enforcement Basic Training must submit **Form 45, Medical Examination Form.**

Persons requesting Telecommunications training for the first time must submit **DOCJT Form #66, Training Application Supplement.**

**Fax the form(s) to 859-622-5943 or mail to Peace Officer Professional Standards (POPS), Funderburk Building, ECU, 521 Lancaster Avenue, Richmond, KY 40475-3102.**

### **Q. Is there room in a particular class?**

- A.** Applications are date stamped and processed on a first-come, first-served basis. It is impossible to give an accurate answer until the bulk of the applications are processed, which takes about four months after the Training Schedule book is distributed.

### **Q. I have tried for a particular class the last few years and could not get in. What can I do?**

- A.** Send in your application as soon as your department receives the new schedule book.

### **Q. Do you reserve space in classes other than Basic Training?**

- A.** No. Basic Training is the only class we reserve space for.

### **Q. May I substitute an officer for one already approved for a class?**

- A.** No. There are officers waiting on the standby list whose applications have already been received and processed.

### **Q. When will I be billed for a course failure?**

- A.** Immediately after a course re-test failure.



**Q. What are the training priorities for admission to DOCJT police classes?**

- A.** Based on the need for training and the date the request is received, the training priorities are:
1. Full-time sworn police officers or deputy sheriffs taking the course for KLEFPF or certification purposes.
  2. Part-time and auxiliary law enforcement officers.
  3. Other criminal justice system personnel.

**Q. What are the training priorities for admission to telecommunicator training courses?**

- A.** Based on the need for training and the date the request is received, the training priorities are:
1. Full-time sworn officers assigned to telecommunications, taking the course for KLEFPF purposes.
  2. Sworn or non-sworn law enforcement telecommunications employees.
  3. Other telecommunications employees.

**Q. What are the training priorities for admission to coroner training courses?**

- A.** Based on the need for training and the date the request is received, the training priorities are:
1. Full-time sworn coroners and deputy coroners.
  2. Other criminal justice personnel.

**Q. I completed basic training and am POST certified in another state. Does my training transfer?**

- A.** Kentucky requires peace officers to complete basic training within one year of their date of employment. If you completed basic training in another state, your training may transfer under certain conditions. Please see Page 4 for further information.

**Q. How do I acquire the state mandated training?**

- A.** State mandated training will be conducted by your department by videotape. It will count as 8 hours of Council approved training. Please see Page 50.

**Q. How many cost free classes may I attend each year?**

- A.** You may take 80 hours of cost-free training, if you are with an agency that is eligible for cost-free training. If the courses are 80 hours or in excess of 80 hours (such as CJED, IPTM Accident series) it will count as one class. You may take the equivalent of two forty-hour courses of cost-free training for In-Service. For Telecommunications, you may take the equivalent of two in-service courses as cost-free training.

**Q. How often may I take a particular course?**

- A.** To receive training credit, you may only retake the same course once every three years.

**Q. Is there an approved class for SLEO officers employed pursuant to KRS 61.360?**

- A.** Yes, Basic Officer Skills, Legal Update: Penal Code, and Legal Update: Constitutional Procedure are approved classes for SLEO.

**Note: A valid First-Aid card is required to enroll in these courses.**

**Q. What happens if I am approved/registered for a class and I fail to attend?**

- A. If you are registered for a class and you fail to notify Registration (prior to the first day of the class) that you will not attend, you lose your training priority. When you request another class you will be placed on the “standby” list. Failure to notify us means that we cannot replace you and may keep another officer from being able to attend. An officer, who has registered for two courses in one year and who has, without a valid reason, failed to appear for either class, shall be required to pay full tuition charges in advance, before being permitted to enroll for another course.

**Cancellation of a class is not confirmed until you receive a “Cancellation” notice.**

**Q. If I am currently approved for a training class and I transfer to another agency, how does this affect my enrollment?**

- A. If an individual terminates employment, or transfers from their current agency to another agency, that individual will be cancelled from all classes and must reapply through his/her new agency.

**Q. If I am employed by an agency that must pay for training, what is the cost and procedure for enrollment?**

- A. Submit DOCJT Form 29-1 (and POPS Form F, page 1, if applicable). If you are approved for training, a Contract For Training Fees form will be mailed to you for the signature of the Agency Head. The contract and total payment must be returned to the DOCJT at least two weeks prior to the start date of the class.

Tuition cost is:

\$600 for a full week

\$120 for each full day

\$60 for instruction that is 4 hours or less.

Housing costs \$15 per day. Meals cost \$17 per day.

**Q. If I am on “Standby” for a class, how will I know if my status changes to “Accepted?”**

- A. If your status changes, you will receive another notice. If you have not received an “Accepted” notice by two weeks prior to the date of the class, you should reapply for another class.

**Note: As used in the following questions, “eligible category” includes:**

- |  |   |
|--|---|
| • Alcoholic Beverage Control Officers                                | • Sheriff’s departments                           |
| • City police departments  | • State or public university police               |
| • Constables   | • State agencies that have adopted certification: |
| • Coroners   | Attorney General’s Office                         |
| • County police departments  | Charitable Gaming                                 |
| • Insurance fraud investigators                                      | Department of Parks (Rangers)                     |
| • Kentucky State Police  | Fish & Wildlife                                   |
| • Officers who are certified by the Kentucky Law Enforcement Council | KY Horse Park Mounted Patrol                      |
| • Public Airport authority police                                    | KY State Police Arson Investigators               |
| • School security officers (SLEO)                                    | Motor Vehicle Enforcement                         |

**Q. Who is eligible for free tuition?**

- A. Basic Training** - Persons employed full-time as sworn law enforcement officers, or part-time, sworn or unsworn, in an eligible category.  
In-Service Training – Persons employed in an eligible category, sworn or unsworn.  
Telecommunications Training – Persons employed full-time or part-time in an eligible category, to dispatch law enforcement units or operate LINK equipment.

**Q. Who is eligible for free housing?**

- A. Basic Training** - Persons employed full-time as sworn law enforcement officers in an eligible category. (Part-time officers must pay \$75 per week for housing.)  
In-Service Training – Persons employed in an eligible category (on a space available basis).  
Telecommunications Training – Only Telecommunicators employed full-time in an eligible category, while attending the Telecommunications Academy, Telecommunications Basic Course or CJIS courses. For courses other than the aforementioned, and for part-time Telecommunicators, free housing is provided on a space available basis.

**Housing is provided at the Richmond facility only.**

**Q. Who is eligible for cost-free meals?**

- A. Basic Training** - Full-time sworn law enforcement officers in an eligible category. Part-time officers must pay \$85 per week for meals.  
In-Service Training – Meals are not provided while attending In-Service.  
Telecommunications Training - Only full-time telecommunicators attending the Telecommunications Academy.

**PLEASE REPRODUCE THE  
FOLLOWING FORMS  
FOR YOUR USE, AS NEEDED.**

# NOTES

**Form F****Kentucky Law Enforcement Council  
POPS Form F – Status Update  
(Certification – KLEFPF – Training)**

FAX: 859/622-5943  
MAIL: Peace Officer Professional Standards  
Funderburk Building  
521 Lancaster Rd.  
Richmond, KY 40475-3102

**Telephone Contacts:**  
POPS: 859/622-6218  
KLEFPF/Pay Incentive: 859/622-2224  
DOCJT Registration / Training: 859/622-1328

**Agency Information:**

Name of Law Enforcement Agency ( ) - ( )  
Agency Telephone Number Agency Fax Number

Mailing Address of Agency: Street Address City Zip Code

Agency Chief Executive: Title First M.I. Last

**AGENCY #**

**AGENCY TYPE:** ☐ Municipal ☐ County ☐ University ☐ Airport ☐ Sheriff ☐ Coroner ☐ State Police ☐ Other

**Officer Information:**

Social Security Number Date of Birth NAME: First M.I. Last

Officer Home Address Street Address City Zip Code

Home Telephone Number: ( ) - Job Title / Rank

EDUCATION: ☐ GED ☐ High School Diploma College Hours

College Degree(s)

Gender: Race: Height: Weight: Hair: Eyes:

Sworn ☐  
Non-Sworn ☐

Full-time ☐  
Part-time ☐

Auxiliary ☐

LINK/NCIC Criminal History  
Checked: ☐ Yes ☐ No

Special Deputy ☐  
(KRS 70.045)

Court Security ☐  
(KRS 70.263)

☐ The above named individual has **TRANSFERRED OUT** of the agency due to:

- ☐ Transfer to another law enforcement agency  
☐ Resignation  
☐ Retirement, ☐ Entering another field, or ☐ Unknown reasons  
☐ Termination Circumstances

Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Additional information on separate sheet: check here ☐

☐ Death

☐ Killed in the Line of Duty

☐ The above named individual has **TRANSFERRED INTO** the agency or  
is a **NEW HIRE**.

Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Employment Date)

☐ Other: Additional information on separate sheet: check here ☐

**Agency Hiring Authority Statement:**

- ☐ I certify that the above individual is employed as a full time police officer as defined in KRS 15.420(2).  
☐ I certify that the above individual is employed as a ☐ full time ☐ part time ☐ sworn ☐ non-sworn employee of this agency.

I hereby verify that the above information is true and accurate. Signed this \_\_\_\_ day of \_\_\_\_, 20\_\_.

Signature of Agency Hiring Authority

Title

Printed Name



**Kentucky Law Enforcement Council**  
**POPS Form F – Status Update**  
**(Certification – KLEFPF – Training)**

*Instructions: This form must be completed for full time officers at agencies participating in KLEFPF whenever the following personnel actions occur: Employment, full-time to part-time, part-time to full-time, separation, leave without pay, or suspension without pay.*

**Officer Information:**

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-      \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Social Security Number      Date of Birth      NAME: First      M.I.      Last

**Employment: (KLEFPF Agencies Only)**

\_\_\_\_\_, 19/20\_\_\_\_\_  
 Date of Employment

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Previous Law Enforcement      From      To  
 Agency (Most Recent)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Previous Law Enforcement      From      To  
 Agency

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Previous Law Enforcement      From      To  
 Agency

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Previous Law Enforcement      From      To  
 Agency

Will this officer be participating in a retirement system? If so:

\_\_\_\_\_  
 Name of retirement system

\_\_\_\_\_  
 Percentage contributed by city/county

What date will retirement contribution begin?

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Termination/Resignation/Retirement:**

(KLEFPF Agencies Only)

\_\_\_\_\_, 20\_\_\_\_\_  
 Effective Date

Number of regular working hours if less than a full month:

\_\_\_\_\_, Hours

Indicate Hours Worked during last month of employment:

Month	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							

- ☐ Suspension Without Pay    ☐ Sick Leave Without Pay  
☐ Leave Without Pay    ☐ Other (please explain below)

From: \_\_\_\_\_, 20\_\_\_\_

To: \_\_\_\_\_, 20\_\_\_\_

TOTAL working hours without pay \_\_\_\_\_

**Agency Certification:**

I hereby verify that the above information is true and accurate. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Signature of Law Enforcement Agency Executive

\_\_\_\_\_  
 Printed Name of Signer

I hereby verify that the above information is true and accurate. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Signature of Mayor/Fiscal Officer/City Clerk

\_\_\_\_\_  
 Printed Name of Signer





DEPARTMENT OF CRIMINAL JUSTICE TRAINING  
**AGENCY REQUESTS FOR TRAINING**

NAME OF AGENCY \_\_\_\_\_

Date: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages Agency Unit # \_\_\_\_\_

**INFORMATION BELOW MUST BE TYPED OR PRINTED**

(Please circle Yes or No)

	NAME	SOCIAL SECURITY #	COURSE #	DORM	SMOKER
<b>1</b>				YES	YES
				NO	NO

CLASS LOCATION	COURSE TITLE	DATE OF COURSE	FULL TIME	PART TIME

(Please circle Yes or No)

	NAME	SOCIAL SECURITY #	COURSE #	DORM	SMOKER
<b>2</b>				YES	YES
				NO	NO

CLASS LOCATION	COURSE TITLE	DATE OF COURSE	FULL TIME	PART TIME

(Please circle Yes or No)

	NAME	SOCIAL SECURITY #	COURSE #	DORM	SMOKER
<b>3</b>				YES	YES
				NO	NO

CLASS LOCATION	COURSE TITLE	DATE OF COURSE	FULL TIME	PART TIME

(Please circle Yes or No)

	NAME	SOCIAL SECURITY #	COURSE #	DORM	SMOKER
<b>4</b>				YES	YES
				NO	NO

CLASS LOCATION	COURSE TITLE	DATE OF COURSE	FULL TIME	PART TIME

(Please circle Yes or No)

	NAME	SOCIAL SECURITY #	COURSE #	DORM	SMOKER
<b>5</b>				YES	YES
				NO	NO

CLASS LOCATION	COURSE TITLE	DATE OF COURSE	FULL TIME	PART TIME

(Please circle Yes or No)

	NAME	SOCIAL SECURITY #	COURSE #	DORM	SMOKER
<b>6</b>				YES	YES
				NO	NO

CLASS LOCATION	COURSE TITLE	DATE OF COURSE	FULL TIME	PART TIME

This signature attests to the employment status of individuals as indicated above and authorizes the training requested:



## JUSTICE CABINET

**TRAINING APPLICATION SUPPLEMENT****TELECOMMUNICATIONS TRAINING**

**For first time application**, this form must be completed and attached to POPS Form F (Status Update) and DOCJT Form #29-1 (*Agency Requests For Training*), for possible enrollment into the Telecommunications Training Program.

According to KRS 15.540, the Justice Cabinet shall determine that all applicants for admission to the Telecommunicator Training Program satisfy specified qualifications. Completion of this form will satisfy this requirement.

**THE INFORMATION REQUESTED BELOW MUST BE TYPED**

_____ LAST NAME		_____ FIRST		_____ MI	_____ SOCIAL SECURITY NO.
_____ DATE OF BIRTH	_____ SEX	_____ RACE	_____ DATE OF EMPLOYMENT	_____ JOB TITLE	
_____ EMPLOYING AGENCY			_____ MAILING ADDRESS		
_____ CITY	_____ STATE	_____ ZIP CODE	_____ PHONE NUMBER		

**ATTESTATION**

***I attest by my signature below that the above named person is currently employed by this agency and is:***

1. A citizen of the United States and has reached the age of majority.
2. Holds a high school diploma or equivalent.
3. Has not been convicted of a felony or other crimes involving moral turpitude as determined by submission of his/her fingerprints to the Kentucky State Police and the Federal Bureau of Investigation and by any other investigation conducted by this agency.
4. Is free of any physical, emotional or mental condition which might adversely affect employment performance.

AGENCY HEAD SIGNATURE: \_\_\_\_\_  
NAME (Print)
DATE

**NOTARY PUBLIC**

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC
COMMISSION EXPIRES

*Submit completed forms #66, POPS Form F,  
(PAGE 1) AND #29-1 TO :*

Peace Officer Professional Standards  
 Department of Criminal Justice Training  
 Eastern Kentucky University  
 Funderburk Bldg., 521 Lancaster Ave.  
 Richmond, KY 40475-3102  
 Fax No. (859) 622-5943



KENTUCKY JUSTICE CABINET  
DEPARTMENT OF CRIMINAL JUSTICE TRAINING  
**APPLICATION FOR TRAINING CREDIT**  
(ANY AGENCY OTHER THAN THE DOCJT)

Name of Agency conducting this course

Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Agency Unit Number: \_\_\_\_\_

KLEC APPROVED NO. \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

CLASS LOCATION: \_\_\_\_\_

CLASS DATE: \_\_\_\_\_

CLASS  
HOURS: \_\_\_\_\_

	<b>SOC. SEC. #</b>	<b>NAME OF TRAINEE</b>	<b>DEPARTMENT</b>	<b>GRADE</b>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____

**INSTRUCTOR STATEMENT:**

I certify that the above named police officer(s) successfully completed the above named training course.

\_\_\_\_\_  
INSTRUCTOR

\_\_\_\_\_  
DATE

**NOTARY:**

Sworn and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
COUNTY/STATE

**K.L.E.C. EXECUTIVE DIRECTOR:**

The above named course is approved or recognized by the Kentucky Law Enforcement Council for training credit.

\_\_\_\_\_  
K.L.E.C. EXECUTIVE DIRECTOR

\_\_\_\_\_  
DATE



JUSTICE CABINET  
DEPARTMENT OF CRIMINAL JUSTICE TRAINING  
BASIC TRAINING BRANCH

**BASIC TRAINING - MEDICAL CONFIRMATION**

**RECRUIT :**

\_\_\_\_\_  
Last name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

**DATE OF FULL EXAMINATION:** \_\_\_\_\_

**DATE OF REVIEW & ADDITIONAL  
TESTING** *(if initial exam occurred over  
120 days before date for entry into basic  
training):*

I have examined the above named recruit in full compliance with the criteria listed in the Peace Officer's Professional Standards Medical Screening Guidelines (Form G-3). I have completed the Medical Examination Report (Form G-1) and have forwarded it to the recruit's agency where it will be retained for future reference.

**Please indicate which of the following statements applies to your medical evaluation of the recruit:**

The full examination was completed within 120 days of the recruit's scheduled entry date into the Department of Criminal Justice Training's Law Enforcement Basic Training

***OR***

The full examination was performed more than 120 days prior to the recruit's scheduled entry date into the Department of Criminal Justice Training's Law Enforcement Basic Training. I have reviewed the recruit's present medical condition and performed additional testing as indicated, and have found no change which would preclude entry into Basic Training.

I **~~have found the recruit able~~** to physically perform all essential job functions as described in the Medical Screening Guidelines, and therefore **~~able to safely participate~~** in all aspects of the Law Enforcement Basic Training Course. There are no restrictions or limitations on the recruit's ability to enroll in the Law Enforcement Basic Training Course.

**PHYSICIAN'S  
SIGNATURE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

**ADDRESS:  
(Please Print)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TELEPHONE**

Form 45 (revised 10-12-99)





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# BASIC TRAINING



**Basic Recruits Starting Their Day**

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**LAW ENFORCEMENT BASIC TRAINING**

**640 Hours**

**Course Number: 007B-99R7**

**Class Size:**

**28 Max.**

The Law Enforcement Basic Training Course consists of 640 hours of instruction over a sixteen-week period. The course, designed for recruit level officers, includes instruction in topics such as collision investigation, law, patrol, vehicle operations, firearms, criminal investigations, defensive tactics, physical fitness, first aid/CPR, breath testing, CJIS Mobile Data Terminal Certification, practical exercises and **Radar Operator\***.

Recruits must comply with all administrative regulations and successfully complete all training areas to be eligible for graduation. Meals, housing and all classroom materials are provided for full-time, sworn officers. Part-time and auxiliary officers must pay for the cost of housing and meals. Successful completion will satisfy training requirements for eligible officers for KLEFPF and certification purposes. Successful completion will also satisfy mandatory training requirements for all officers in city, county, urban-county, sheriffs and university police agencies (KRS 15.404).

**SPECIAL ATTENDANCE REQUIREMENTS:**

A. The following is *required* for admission to Basic Training:

- 1) POPS FORM F
- 2) Agency Requests for Training form (DOCJT FORM #29-1) submitted *no less than 30 days prior* to the initial day of the class.
- 3) Medical Exam Form (DOCJT FORM #45) submitted *no less than 30 days prior* to the initial day of the class.

**NOTE:** The medical examination must be completed within 120 days preceding the initial day of the class. All medical examination forms must be signed by a medical doctor. Incomplete Medical forms, or those not signed properly, will prohibit a recruit from being admitted to Basic Training.

## Basic Training Branch

**Prerequisites:** Compliance with all certification requirements (for those officers requiring certification).

**Officers Who May Attend:** Any Rank

Class	314	January	21	2002	-	May	17	2002	Richmond
Class	315	February	18	2002	-	June	21	2002	Richmond
Class	316	March	25	2002	-	July	26	2002	Richmond
Class	317	April	22	2002	-	August	23	2002	Richmond
Class	318	May	20	2002	-	September	27	2002	Richmond
Class	319	July	29	2002	-	November	22	2002	Richmond
Class	320	August	19	2002	-	December	20	2002	Richmond
Class	321	September	16	2002	-	January	24	2003	Richmond
Class	322	October	7	2002	-	February	14	2003	Richmond
Class	323	October	28	2002	-	March	7	2003	Richmond
Class	324	November	18	2002	-	March	28	2003	Richmond
Class	325	December	16	2002	-	April	25	2003	Richmond

\* Radar Operator will be offered the week immediately following each Basic Training Class starting with class #316. This course is limited to graduates of the preceding Basic Training Class and attendance is by agency request only. **To enroll, a DOCJT Form 29-1 for Radar Operator, course #0805-02C, must accompany the application for Basic Training.** For complete course description see: In-Service Branch, **Radar Operator Course Number: 0805-02C.**

**Note:** Officers attending this course must provide their own **radar units** and **vehicles**.

### **RADAR OPERATOR SCHEDULE**

July	30-Aug. 2	Richmond
August	27-30	Richmond
October	1-4	Richmond
December	2-6	Richmond

## **KLEC Approved Out-of-State Basic Training**

Police Basic Training taken in another state may be transferred to Kentucky.

For training to transfer, it must meet the same standards that exist in Kentucky in terms of topics and hours.

The following documentation must be submitted:

1. A copy of the topics and hours of the Police Basic Training taken.
2. Documentation that shows the training was successfully completed.
3. Documentation that the training was certified or approved by the Police Officer Standards and Training (POST) agency in the state where the training was taken.
4. Documentation that the applicant was certified and successfully completed probation as a law enforcement officer in the state where the basic training was taken.

The Kentucky Law Enforcement Council will also approve a police basic training course that was less than the 640 hours under the following conditions:

1. The basic course met Kentucky's training standards at the time it was taken, or
2. The course was certified or approved by the Police Officer Standard and Training agency of the state where it was taken, and
3. The officer has honorably retired from the department.

If the above conditions are met in order to become certified, the officer must successfully complete:

1. The Basic Officer Skills course, (#0782-02C)
2. The Legal Update: Constitutional Procedure and Legal Update: Penal Code courses (#1026-020 and #0890-00O)

Kentucky police officers who have been separated from law enforcement employment for more than 36 months must also take the above listed courses for recertification.

**NOTE: Any officer who has been separated from sworn law enforcement for more than three years and whose separation is greater than his law enforcement experience must complete Basic Training.**

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# BREATH TEST

# TRAINING



Conducting the horizontal gaze nystagmus test during a DUI/SFST class.

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**BASIC BREATH TEST OPERATOR**

**40 Hours**

**Course Number: 0472-000**

**Class Size: 15 Min. - 28 Max.**

The operator's ability to operate a fair and proper breath test and develop articulation skills for courtroom testimony is the goal of the training course. The course consists of 40 hours of concentrated instruction in the operation of the Intoxilyzer Model 5000. The information is disseminated through the use of both lecture/forum and practical or "*hands on*" training with breath testing devices. Per 500 KAR 8:010, the successful completion of this course is required to become a certified breath test operator.

**NOTE: Per KAR 8:010, attendance of all 40 hours is required in order to become a certified breath test operator.**

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

January	7-11	Richmond
February	4-8	Richmond
March	4-8	Richmond
March	18-22	Richmond
June	3-7	Richmond
July	8-12	Richmond
December	16-20	Richmond

**BREATH TEST OPERATOR RECERTIFICATION**

**4 Hours**

**Class Size: 15 Min. – 30 Max.**

**Course Number: 0293M-02C** (The letter “M” in the course number designates the *morning session* 8:00 am to 12:00 noon.)

**Course Number: 0293A-02C** (The letter “A” in the course number designates the *afternoon session* 1:00 PM to 5:00 PM.)

Breath test operators are required to remain current in order to retain their certification. The recertification will cover recent legal information and a refresher of operator techniques for the breath-testing instrument used in the Commonwealth. The four-hour recertification course will consist of a demonstration of operator proficiency and a written examination covering the Intoxilyzer Model 5000.

**Prerequisites:** Must be a certified breath test operator.

**Officers Who May Attend:** Any Rank

	<u>DATE</u>	<u>A.M.</u>	<u>P.M.</u>	<u>LOCATION</u>
January	21	None	1-5	Northern KY
January	22	8-12	1-5	Northern KY
January	23	8-12	1-5	Northern KY
January	24	8-12	1-5	Northern KY
January	25	8-12	None	Northern KY
January	28	None	1-5	Northern KY
January	29	8-12	1-5	Northern KY
January	30	8-12	1-5	Northern KY
January	31	8-12	1-5	Northern KY
February	1	8-12	None	Northern KY
April	15	None	1-5	Hazard
April	16	8-12	1-5	Hazard
April	17	8-12	1-5	Hazard
April	18	8-12	1-5	Hazard
April	19	8-12	None	Hazard
April	22	None	1-5	Louisville
April	23	8-12	1-5	Louisville
April	24	8-12	1-5	Louisville
April	25	8-12	1-5	Louisville
April	26	8-12	None	Louisville
May	20	None	1-5	Bowling Green
May	21	8-12	1-5	Bowling Green
May	22	8-12	1-5	Bowling Green
May	23	8-12	1-5	Bowling Green
May	24	8-12	None	Bowling Green
July	23	8-12	1-5	Paducah
July	24	8-12	1-5	Paducah
July	25	8-12	1-5	Paducah

# NOTES



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# CORONERS



**Coroner's Conference in Louisville**

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**NOTE: CORONERS COURSES ARE  
NOT APPROVED FOR K.L.E.F.P.F.  
PURPOSES.**

**BASIC TRAINING (CORONERS)**

**40 Hours**

**Course Number: 001C-00R**

**Class Size: 15 Min. - 35 Max.**

This training program provides information on the role and responsibilities of the coroner and techniques for death-scene investigations and coroners' inquests. It is designed to provide legal and investigative fundamentals for the new coroner as well as familiarize the coroners with resources which may be used in the course of their work.

**Persons Who May Attend:** Coroners, Deputy Coroners, and other Criminal Justice Professionals

March

25-29

Frankfort

**CASE INTERVIEWS (CORONERS)**

**18 Hours**

**Course Number: 037C-01C**

**Class Size: 15 Min. - 30 Max.**

This course contains basic interviewing skills for coroners and deputy coroners. Specific topics include qualities of an effective interviewer, kinesic techniques, proxemics, interpersonal communications, and dealing with those persons who present special interviewing challenges. Hypothetical death scenes are used for interviewing practicums.

**Persons Who May Attend:** Coroners, Deputy Coroners and other Criminal Justice Professionals.

August

27-29

Richmond

**CASE PREPARATION & COURTROOM  
DEMEANOR (CORONERS)**

**18 Hours**

**Course Number: 011C-00R**

**Class Size: 15 Min. - 25 Max.**

This course provides instruction in preparation of a case for presentation in court. The investigative guide is used to review the steps in scene processing. Guidelines for conducting inquests are given, as well as an exercise in moot court.

**Persons Who May Attend:** Coroners, Deputy Coroners and other Criminal Justice Professionals.

December	3-5	Erlanger
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**CHILD DEATH INVESTIGATION (CORONERS)**

**18 Hours**

**Course Number: 054C-01C**

**Class Size: 15 Min.- 35 Max.**

This course provides instruction and proper procedures to be utilized when investigating the deaths of children. Emphasis will be placed on the investigation of deaths of persons under the age of 18 years.

**Persons Who May Attend:** Coroners, Deputy Coroners and other Criminal Justice Professionals.

September	24-26	Owensboro
December	10-12	Richmond

**CORONERS CONFERENCE 2002**

**18 Hours**

**Course Number: 064C-020**

**Class Size: 15 Min. - Open**

The Department of Criminal Justice Training, in conjunction with the Medical Examiners Program and the Kentucky Coroners Association, presents this annual conference.

The two-and-one-half-day session for coroners and their deputies, as well as other interested criminal justice personnel, features a different theme each year which focuses on unusual or difficult death investigations. Nationally prominent guest lecturers are featured as well as in-state experts.

**Persons Who May Attend:** Coroners, Deputy Coroners and other Criminal Justice Professionals.

**NOTE:** This course may only be used **once every three years** to satisfy coroners annual training requirements.

April                      24-26                      Louisville

**DIFFICULT DEATH INVESTIGATION (CORONERS)**

**18 Hours**

**Course Number: 060C-010**

**Class Size: 15 Min. - 40 Max.**

This course provides instruction on conducting death investigations in those situations that are not normally encountered by a death-scene investigator.

**Persons Who May Attend:** Coroners, Deputy Coroners and other Criminal Justice Professionals.

October                      15-17                      Barren River SRP

**DNA EVIDENCE (CORONERS)**

**18 Hours**

**Course Number: 063C-010**

**Class Size: 20 Min. - 40 Max.**

DNA Evidence Collection will introduce a death scene investigator to the recommended practices for identification, preservation, and collection of DNA evidence.

**Persons Who May Attend:** Coroners, Deputy Coroners and other Criminal Justice Professionals.

May

21-23

Hazard

**FIREARMS I (CORONERS)**

**18 Hours**

**Course Number: 017C-00R**

**Class Size: 15 Min. - 20 Max.**

This course contains basic instruction in the fundamentals of combat shooting. Specific topics include safe control and management of firearms, range safety, use of force, and care of the firearm. Students are required to successfully shoot a course of fire for qualification.

**Persons Who May Attend:** Coroners, Deputy Coroners and other Criminal Justice Professionals.

September

10-12

Richmond

**INTERPRETING PATTERN INJURIES  
(CORONERS)**

**18 Hours**

**Course Number: 061C-010**

**Class Size: 15 Min. - 40 Max.**

This course provides instruction on evaluating wounds and determining the type of instrument that would cause the injury.

**Persons Who May Attend:** Coroners, Deputy Coroners and other Criminal Justice Professionals.

August

6-8

Louisville

**MASS DISASTER PLANNING (CORONERS)**

**18 Hours**

**Course Number: 035C-01C**

**Class Size: 15 Min.-Open**

This course is designed to enable the coroner's office to develop plans for working a large-scale mass disaster. Specific instruction is given in scene protection, investigation, staffing and equipping a temporary morgue site, record keeping and operation of a morgue site. Examples of previous mass disasters will be used to illustrate recommended procedures.

**Persons Who May Attend:** Coroners, Deputy Coroners and other Criminal Justice Professionals.

November

5-7

Morehead

**OFFICE ADMINISTRATION (CORONERS)**

**18 Hours**

**Course Number: 018C-00R**

**Class Size: 15 Min. - 40 Max.**

This course provides basic information in the conduct and management of the coroner's office. Specific instruction includes topics in budgeting, laws related to the office of coroner, conducting inquests, completing death certificates and other required forms.

**Persons Who May Attend:** Coroners, Deputy Coroners and other Criminal Justice Professionals.

May

7-9

Frankfort

**POST-MORTEM EXAMINATION (CORONERS)**

**18 Hours**

**Course Number: 002C-00R**

**Class Size: 15 Min. - 24 Max.**

This course provides instruction relating to the investigation of death scenes. Instruction includes the steps in conducting an investigation and the techniques of collecting, preserving, marking, and packaging evidence as well as maintaining the appropriate chain of custody. Hypothetical crime scenes are used in practical exercises.

**Persons Who May Attend:** Coroners, Deputy Coroners and other Criminal Justice Professionals.

November

19-21

Madisonville

# NOTES



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# IN-SERVICE TRAINING



Rapid Deployment Training



**MANDATORY TRAINING BY VIDEO TAPE**

**Course Number: 032S-020**

The In-Service Training Branch will offer the Mandatory Training (HIV/AIDS, Hazmat, Domestic Violence, Child Sexual Abuse, and Hate Crimes) via videotape in 2002. It is a legislative requirement and/or federal regulation that each sworn officer attend this training, view, and digest the material shown in the tape. Although there is not a test or measurement for the training session, each officer is responsible for its contents. This will also serve as eight hours towards the forty hours of Kentucky Law Enforcement Council certified training as required by both Peace Officer Professional Standards and KLEFPF.

According to the Kentucky Law Enforcement Council, it is the responsibility of the Chief of Police, Sheriff, or Chief Executive officer to ensure that each of the officers view the Mandatory Training videotape (eight hours) in an environment conducive to learning, so as not to have their department's KLEFPF funds jeopardized.

The Mandatory Training videotapes may be accessed through the Supply Branch, (859-622-2298) and may be kept for up to 30 days. A DOCJT Form 29-1, listing all the officers that view the training tape, shall be sent to Registration.

**ACCIDENT INVESTIGATION (ADVANCED) IPTM**

**80 Hours**

**Course Number: 0327- 02AC**

**Class Size: 15 Min. - 35 Max.**

This course will provide the student the training necessary to complete a technical accident investigation. At this level of training, the student will be able to recognize, interpret, and prepare physical evidence for further use in the reconstruction of the accident. Upon completion of this course, the student will be able to explain and demonstrate competence in the following topics: examination of vehicle lamps, formulas for speed estimates from various sources, review of physical evidence, study of vehicle dynamics, Newton's Laws of motion, basic physics and mathematical concepts, study of the relationship of time, distance and motion, advance uses of photography, video recording and computer imaging for recording of evidence and presentation in court, proper use of geometry and trigonometry in accident investigation, airborne equations and their use, and conservation of linear momentum and its correct use.

**Prerequisites:** Accident Investigation I and Accident Investigation II, or At Scene Traffic Accident Investigation (IPTM).

**Officers Who May Attend:** Any officer who normally performs this activity or who is soon to be assigned to this activity.

June

10-21

Richmond

## ADVANCED LATENT FINGERPRINTS I

16 Hours

**Course Number:** 0895-000

**Class Size:** 15 Min. - 20 Max.

This course is designed to meet the needs of patrol officers and investigators who are responsible for the processing of crime scenes and any evidence that might be associated with a crime. This course will provide students with advanced training and knowledge in the uses of fingerprint powders.

**Prerequisites:** None

**Officers Who May Attend:** Any officer who normally performs this activity or who is soon to be assigned to this activity.

January	15-16	Richmond
May	21-22	Richmond
December	3-4	Richmond

## ADVANCED LATENT FINGERPRINTS II

16 Hours

**Course Number:** 0944-010

**Class Size:** 15 Min. - 20 Max.

Fingerprints are often quite compelling circumstantial evidence in a criminal trial. Before this evidence can be introduced in court, it must first be located at a crime scene and collected. This course will provide patrol officers and investigators with the knowledge and skills that they will need to perform this task. Topics will include chemical developing and the use of alternate light sources for the development of latent fingerprints.

**Prerequisites:** None

**Officers Who May Attend:** Any officer who normally performs this activity or who is soon to be assigned to this activity.

January	17-18	Richmond
May	23-24	Richmond
December	5-6	Richmond

**ADVANCED NARCOTICS (DEA)**

**40 Hours**

**Course Number: 0957-01A**

**Class Size: 25 Min. - 50 Max.**

This course is a continuance of topics covered in the DEA two-week Basic Narcotics Investigators School. Much more emphasis will be placed on the undercover aspects of drug operation. Topics will include documentation, surveillance, and arrests.

**Prerequisites: Must have attended the Basic Narcotics Investigators School (DEA).**

**Officers Who May Attend:** Any Rank

September	23-27	Richmond
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**BACKGROUND INVESTIGATION**

**16 Hours**

**Course Number: 0958-010**

**Class Size: 15 Min. - 24 Max.**

This course is designed to assist officers in conducting background investigations for new police applicants. It will cover the role of the investigating officer, legal aspects of the investigation, sources of information and interviewing techniques. It will also include the POPS operational guidelines.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

January	22-23	Richmond
April	30-May 1	Northern KY
June	4-5	Hopkinsville
November	21-22	Louisville

## **BASIC ACCIDENT INVESTIGATION**

**80 Hours**

**Course Number: 0793-02C**

**Class Size: 15 Min. - 35 Max.**

This course is designed for law enforcement officers who investigate traffic crashes as a part of their primary duties. The information contained in this course goes far beyond driver interviews and report preparation. Topics will cover traffic crash investigation from arrival at the scene to courtroom presentation. Students will learn proper procedures for taking measurements, constructing scale diagrams, identifying physical evidence, and photographing a crash scene. In addition, the student will learn to apply basic principles of physics and mathematical equations to calculate drag factor and to estimate vehicle speeds based on skid marks and scuff marks. This course is the first in a series and prepares the student to take advanced traffic crash investigation courses.

**Prerequisites:** None

**Officers Who May Attend:** Any officer who normally performs this activity or who is soon to be assigned to this activity.

April	1-12	Richmond
May	13-24	Louisville
July	22-Aug. 2	Northern KY

## **BASIC HOSTAGE NEGOTIATIONS**

**32 Hours**

**Course Number: 0927- 000**

**Class Size: 15 Min.- 35 Max.**

Responding to a hostage situation is one of the most tenable situations facing a law enforcement officer today. This course is designed to provide the basic principles of hostage and crisis negotiations. Topics will include: crisis and suicide intervention, communications, negotiating with emotionally disturbed people, negotiation tactics, stress identification management, and media interaction.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

March	19-22	Richmond
June	11-14	Paducah
August	6-9	Bowling Green
December	17-20	Northern KY

**BASIC INVESTIGATOR SCHOOL**

**80 Hours**

**Course Number: 0337- 010**

**Class Size: 15 Min. - 24 Max.**

This course is designed for the newly appointed full-time investigator lacking experience in the special requirements associated with criminal investigations. Topics include: role of the investigator, image and ethics, crime scene investigation, note taking and reporting, laws of evidence, confessions and statements, recent court decisions, search and seizure, and demonstrative evidence. Also included are developing modus operandi, lab services usage, collection and preservation of evidence, latent and inked fingerprint impressions, surveillance techniques, and raid coordination and control.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

February	25-March 8	Richmond
July	22-August 2	Louisville
September	9-20	Richmond

**BASIC NARCOTIC INVESTIGATORS SCHOOL (DEA)**

**80 Hours**

**Course Number: 0017-01A**

**Class Size: 25 Min. - 45 Max.**

This course covers narcotics enforcement from case initiation to court presentation. Topics include: State and Federal Narcotic Laws, conspiracy, Title III, and prosecution and defense tactics. Also discussed are history and patterns of drug traffic and smuggling, undercover operations and surveillance, collection preservation and submission of drug evidence, drug identification and field testing, and intelligence unit functions. Instruction will be provided by the Federal Drug Enforcement Administration.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

March	25-April 5	Richmond
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**BASIC OFFICER SKILLS**

**40 Hours**

**Course Number: 0782-02C**

**Class Size: 15 Min. - 24 Max.**

This class will cover high liability and critical areas of law enforcement. It will include defensive driving, basic firearm skills, officer safety, and crime scene protection.

**NOTE:** This course is designed for:

- a. A partial requirement for persons attending SLEO training.
- b. Officers who have obtained employment in Kentucky and were previously certified in another state.
- c. Officers who have been separated from law enforcement for more than three years.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

May	13-17	Richmond
May	20-24	Richmond
August	12-16	Richmond
August	26-30	Richmond
September	23-27	Richmond

**CHILD ABUSE INVESTIGATION**

**16 Hours**

**Course Number: 0783-02C**

**Class Size: 15 Min. - 28 Max.**

This course is designed to familiarize police officers with problems associated with investigating crimes of child abuse and molestation. Topics will include causes of abuse and neglect, child sexual abuse, child molestation, why some adults want sexual contact with children, and reasons why families do not report child abuse.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

February	7-8	Louisville
February	12-13	Northern KY
May	28-29	Richmond
June	11-12	Pikeville
October	15-16	Northern KY

**CHILD ABUSE INVESTIGATION II**

**16 Hours**

**NEW COURSE**

**Course Number: 0998-020**

**Class Size: 15 Min.- 28 Max.**

This course is designed to familiarize police officers with the problems associated with interviewing children and some techniques to overcome them. Topics will include investigative strategies, talking with children, multidisciplinary teamwork, conducting child interviews, stress management for officers investigating child abuse, and prevention.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

February	14-15	Northern KY
March	12-13	Richmond
April	9-10	Bowling Green
May	30-31	Richmond
June	13-14	Pikeville
July	16-17	Paducah
October	31-Nov. 1	Louisville
November	12-13	Northern KY

**COMMAND DECISIONS XXXII (2002)**

**32 Hours**

**Course Number: 1005-020**

**Class Size: 50 Min. - 100 Max.**

The specific curriculum for this executive level course will be developed during 2002. This course provides police chiefs and their top executives with state-of-the-art information related to administering and operating a law enforcement agency, as well as current legal updates.

**Prerequisites:** None

**Officers Who May Attend:** Police Chiefs, Sheriffs, or immediate highest rank (who also serves in capacity of Assistant Chief or Chief Deputy)

October	22-25	Barren River SRP
October	29-Nov. 1	Barren River SRP
November	5-8	Jenny Wiley SRP

**CONDUCTING COMPLETE TRAFFIC STOPS**

**32 Hours**

**NEW COURSE**

**Course Number: 1003-020**

**Class Size: 15 Min.-24 Max.**

This course will discuss the relationship between traffic and criminal enforcement, learn specific techniques to detect criminal activity after the stop, and show officers how traffic enforcement is an effective strategy to reduce both crimes and crashes in a community. The course will also place an important emphasis on the professionalism of an officer when dealing with the public on a traffic stop.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

January	29-Feb. 1	Richmond
February	19-22	Louisville
March	5-8	Richmond
April	2-5	Paducah
April	16-19	Richmond
April	23-26	Northern KY
July	9-12	Elizabethtown
July	16-19	Prestonsburg
August	6-9	Louisville
August	20-23	Owensboro
August	27-30	Madisonville
September	24-27	Shelbyville
October	8-11	Ashland
October	22-25	Bowling Green
October	29-Nov. 1	Richmond
November	5-8	Northern KY
November	12-15	Middlesboro
November	19-22	Bardstown

**COURT SECURITY PROCEDURES**

**32 Hours**

**Course Number: 0798-02C**

**Class Size: 15 Min.-35 Max.**

This course has been specially developed and designed for sheriffs and deputies with the responsibility of serving as bailiff in the court system. Instruction is provided in the role of the sheriff in the court system, planning and procedures, terrorist and adversary tactics, bomb threats, and dealing with special needs.

**Prerequisites:** None

**Officers Who May Attend:** Law enforcement personnel with responsibility for providing court security.

February	12-15	Richmond
April	9-12	Ashland
June	25-28	Northern KY
August	13-16	Louisville
September	17-20	Elizabethtown
October	8-11	Somerset
November	12-15	Paducah

**CRIME SCENE INVESTIGATION**

**32 Hours**

**Course Number: 0800-01C**

**Class Size: 15 Min. - 24 Max.**

This training course is specifically designed to meet the needs of patrol officers and investigators who respond to and investigate crime scenes. Emphasis is given to the processing of the scene in this highly practical course of police training.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

March	26-29	Richmond
April	2-5	Northern KY
April	16-19	Louisville
April	30-May 3	Hopkinsville
June	4-7	Richmond
August	20-23	Richmond
September	10-13	Owensboro
September	24-27	Paducah
October	15-18	Bowling Green
November	5-8	Ashland
November	19-22	Somerset

**CRIMINAL JUSTICE EXECUTIVE DEVELOPMENT  
PROGRAM**

**200 Hours**

**Class IV and V are offered this year.**

**Class Size: 15 Min.-24 Max.**

**Please see below for course/session number.**

This program is structured for the small to medium size law enforcement agency administrators and managers. The purpose is to provide the students with contemporary theories, management techniques, and leadership skills enabling them to perform more effectively and efficiently in their positions as community leaders. The law enforcement functional areas that will be addressed are: problem identification, analysis and solving, personnel administration, leadership, operations and fiscal management, and executive and environmental relationships. The program requires a high level of motivation, completion of projects related to their agency, and the commitment to complete the program. It is designed to expose the administrator and manager to a challenging and rewarding educational experience.

The course is five weeks in duration and will be taught in one-week modules once a month for five months. The schedule is designed to reduce the problems often created for a small agency when personnel attend long-term training programs. Instructors for the CJED program, which include professors from Eastern Kentucky University, have extensive backgrounds in the criminal justice profession.

**\*NOTE: Applications for CJED Class V must be received no later than June 30, 2002.**

**Prerequisites:** **A sincere commitment to fully participate and complete the program from the individual, as well as the employing agency.** Completion of a supervisor course or other leadership course is highly recommended and preferred, but not required. The Criminal Justice Executive Development Program Reviewing Committee will select all applicants.

**Officers Who May Attend:** Supervisors and Command Staff Officers

CLASS IV	SESSION II	0965B-020	February 18-22	Richmond
	SESSION III	0965C-020	March 18-22	Richmond
	SESSION IV	0965D-020	April 22-26	Richmond
CLASS V	SESSION I	1004A-020	November 18-22	Richmond
	SESSION II	1004B-020	December 9-13	Richmond

**CRITICAL INCIDENT MANAGEMENT FOR SUPERVISORS  
AND MANAGERS**

**32 Hours**

**Course Number: 0945-010**

**Class Size: 15 Min. – 30 Max.**

In today's world, incidents from train wrecks to major crime scenes occur that require police departments, regardless of their size, to respond with a total commitment of departmental resources. Critical Incident Management for Supervisors and Managers is a 32-hour course designed for police supervisors and officials to manage these situations.

**Prerequisites:** Preferred but not required:  
First Line Supervisor Basic  
First Line Supervisor Advanced

**Officers Who May Attend:** Supervisor Level and Above

January	29-Feb. 1	Louisville
February	19-22	Northern KY
March	19-22	Louisville
April	16-19	LaGrange
May	21-24	Richmond
November	5-8	Owensboro



**DEFENSIVE DRIVING**

**32 Hours**

**Course Number: 0801-02C**

**Class Size: 15 Min. – 20 Max.**

This course is designed to upgrade the patrol officer's knowledge and skills in the operation of a police vehicle. Topics will include kinetic energy and dynamic force on vehicles, vehicle control, relevant legal information, and driving range practicum.

**NOTE:** Attending officers must use their own official emergency vehicle in the course.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

April	22-25	Richmond
May	28-31	Richmond
July	8-11	Richmond
September	3-6	Richmond

**DOMESTIC VIOLENCE**

**32 Hours**

**Course Number: 1027-020**

**Class Size: 15 Min. – 30 Max.**

This course is designed to address the police response to domestic violence. Topics will include dynamics of domestic violence, protective orders, State and Federal law related to domestic violence, policy issues, evidence collection, the role of victim advocates, and stalking.

**NOTE: Course #0764-99R2 Domestic Violence/Adult Sexual Assault was revised into two separate classes:  
Domestic Violence, Course Number 1027-020 and  
Rape and Sexual Assault, Course Number 1002-020**

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

March	26-29	Paducah
July	9-12	Northern KY
August	20-23	Hazard
October	15-18	Louisville
November	19-22	Richmond

**DUI/STANDARDIZED FIELD SOBRIETY TESTING**

**40 Hours**

**Course Number: 1007- 020**

**Class Size: 15 Min. - 20 Max.**

The course includes classroom and "*hands on*" contemporary techniques such as horizontal gaze nystagmus and an overview of Driving Under the Influence of Drugs (DUID). The goal of the course is to ensure a successful prosecution of a DUI case. Officers will be taught articulation skills, as well as the collection of evidence.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

January	28-Feb. 1	Richmond
February	25-March 1	Richmond
April	1-5	Richmond
May	27-31	Richmond
June	10-14	Richmond
July	15-19	Richmond
September	2-6	Richmond
October	28-Nov. 1	Richmond

**EFFECTIVE POLICE PERSONNEL PRACTICES**

**16 Hours**

**NEW COURSE**

**Course Number: 0995-020**

**Class Size: 15 Min.- 24 Max.**

Students will be provided with the most effective methods for applying personnel practices for law enforcement agencies. Among the topics that will be addressed are: improving the communication skills of supervisors, improving the performance of personnel, investigating and solving complaints against employees, applying performance data concerning employees to training, management and discipline, and addressing the marginal police employee.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

March	7-8	Owensboro
May	14-15	Richmond
July	16-17	Ashland
September	17-18	Northern KY
October	22-23	Louisville
November	19-20	Bowling Green
December	10-11	Paducah

**ETHICS: EARLY WARNING SYSTEMS**

**16 Hours**

**NEW COURSE**

**Course Number: 1029-020**

**Class Size: 15 Min. - 30 Max.**

This course is designed to provide an ethical management model that addresses the needs for early warning systems in law enforcement agencies. Attention will be given to methods that can be used to identify and track problem employees and ways to ethically manage them within the organization.

**NOTE: Recommended as a companion course to Ethics: Force, Complaints, and Profiling.**

**Prerequisites:** None

**Officers Who May Attend:** Police Chiefs, Sheriffs, and Senior Level Managers

May	6-7	Richmond
September	26-27	Richmond

**ETHICS: FORCE, COMPLAINTS, AND PROFILING**

**24 Hours**

**NEW COURSE**

**Course Number: 1030-020**

**Class Size: 15 Min. - 30 Max.**

This course is designed to focus on current critical topics in ethical management. It will provide the foundation of an ethical management model, relating to three major topic areas: Excessive Use of Force, Responding to Citizen Complaints, and Racial Profiling.

**NOTE: Recommended as a companion course to Ethics: Early Warning Systems.**

**Prerequisites:** None

**Officers Who May Attend:** Police Chiefs, Sheriffs, and Senior Level Managers.

May	8-10	Richmond
September	4-6	Richmond

**ETHICS FOR THE LINE LEVEL OFFICER**

**24 Hours**

**NEW COURSE**

**Course Number: 1031-020**

**Class Size: 15 Min. - 30 Max.**

This course is designed to present ethics in the context of a decision-making model. Course topics include key components of the Law Enforcement Code of Ethics, application of ethical principles to ethical dilemmas, analyzing moral development in relation to the decision-making process, and identifying qualities that comprise ethical decision-making.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank (Recommended for Line Level Officers and First Line Supervisors.)

April	10-12	Richmond
May	29-31	Louisville
June	5-7	Paducah
July	10-12	Hazard
August	21-23	Louisville
September	18-20	Northern KY

**EXPLOSIVE INVESTIGATIONS (ATF)**

**40 Hours**

**Course Number: 0454-00A0**

**Class Size: 15 Min. – 30 Max.**

This specialized training program is designed to prepare investigating officers to meet bomb threats and to conduct actual bomb investigations. The course includes the nature of explosions, recognition of explosive materials, planning for the bomb incident, bomb threat and search techniques, use of improvised devices by narcotics violators, booby traps, post blast investigative techniques, and bomber/arsonist profiling.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

May	13-17	Northern KY
June	17-21	Pikeville

**FACILITATION TRANSITION**

**40 Hours**

**Course Number:** 0774- 01A0

**Class Size:** 15 Min. - 18 Max.

This course is a follow-up to the DOCJT two-week instructor course. It will cover methodology and transition to facilitator style teaching rather than traditional lecture teaching.

**Prerequisites:** Must be a certified KLEC instructor.

**Officers Who May Attend:** Any Rank

June 10-14 Richmond

**FIELD TRAINING OFFICER I (FTO)**

**40 Hours**

**Course Number: 0232-02C**

**Class Size: 16 Min. – 20 Max.**

This course is specifically designed to provide the basic knowledge and skills necessary for an officer to perform as a field training officer within their agency. Essentially, the course includes the elements of an FTO program, a comprehensive training and evaluation process, ethics, and rules of self-discipline, with an emphasis on Community Oriented Policing. Practical exercises on the mechanics of field training procedures are included with the course.

**Prerequisites:** Possession of a Kentucky Law Enforcement Basic Training certificate. Must be employed by a law enforcement agency with at least two full-time patrol officers.

**Officers Who May Attend:** Class is limited to sworn officers who are assigned or will be immediately assigned to field training responsibilities.

March	11-15	Richmond
April	15-19	Richmond
May	13-17	Richmond
June	17-21	Richmond
July	22-26	Richmond

**FIELD TRAINING OFFICER II (FTO)**

**24 Hours**

**Course Number: 0795-02C**

**Class Size: 16 Min. – 20 Max.**

This course will provide information for managing and supervising a Field Training Officer Program. Included will be a presentation of the development and organization of an agency FTO Program. "Trouble-shooting" a program, as well as information providing recent modifications and updates in the overall FTO Program are also included.

**Prerequisites:** Successful completion of a **Field Training Officer** course (40-hours or more) is required.

**Officers Who May Attend:** Sworn officers who are assigned to field training officer responsibilities.

August	19-21	Richmond
September	23-25	Richmond

**FIREARMS INSTRUCTOR**

**80 Hours**

**Course Number: 0903-000**

**Class Size: 15 Min. – 20 Max.**

This course provides instruction in various phases of firearms training from developing shooting courses to establishing a comprehensive firearms program for your department. It will include records keeping, weapon inspection, range preparation and inspection prior to live firing. Courses for all weapons issued or authorized by an agency including off-duty weapons will be discussed. The ability to develop courses of fire for handguns and shotguns using advanced combat shooting techniques to include: proper use of cover, two-person team shooting, and comprehensive night fire exercises will be stressed.

**NOTE: Students will be required to qualify at the expert level with a handgun at the beginning of the course.**

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

June	10-21	Richmond
July	8-19	Richmond
October	7-18	Richmond

**FIRST-LINE SUPERVISION /BASIC**

**40 Hours**

**Course Number: 0759-010**

**Class Size: 15 Min. – 30 Max.**

This course was designed to be the first course in supervision for officers anticipating promotion or newly promoted supervisors. Officers should attend the Advanced Supervision course after completing this training. This course contains the following topics: role of the first line supervisor, managing a diverse workforce, leadership, interpersonal communications, dealing with the media, effective written communications, legal considerations for the first line supervisor, monitoring officer performance, dealing with conflict, discipline (investigation & process), and critical incident management.

**Prerequisites:** None

**Officers Who May Attend:** Supervisory personnel and officers anticipating promotion to the level of first line supervisor.

February	25-March 1	Louisville
March	25-29	Richmond
May	27-31	Richmond
June	17-21	Madisonville
October	7-11	Owensboro



**FIRST-LINE SUPERVISION /ADVANCED**

**40 Hours**

**Course Number: 0786-02C**

**Class Size: 15 Min. – 28 Max.**

This course is designed to be the second week of a two week First Line Supervisor's course. This course contains the following topics: public speaking, budgeting for small units, ethics, situational leadership, legal considerations, team building, managing change, conducting effective meetings and motivation. Attendees will be required to make a fifteen minute presentation to the class on some aspect of their police agency.

**Prerequisites:** Attendees must have completed one of the following courses to be eligible for this course:  
1) First-Line Supervision, or  
2) First-Line Supervision, Basic

**Officers Who May Attend:** First-line supervisors & officers anticipating promotion to the level of first-line supervisor.

July	22-26	Bowling Green
August	19-23	Louisville
September	9-13	Richmond
December	2-6	Richmond

**FUNDAMENTALS OF FIREARMS DECISION-MAKING**

**40 Hours**

**Course Number: 0578-02C**

**Class Size: 15 Min. - 20 Max.**

This course was specifically designed for officers to enhance their attitude, knowledge, and skill in judgmental shooting situations. Shooting skills in the sharpshooter or expert classification are assumed. Emphasis will be placed on legal ramifications and the decision-making ability of the officer. Students must qualify on the handgun range, both day and night, and on a computerized firearms training system.

**Prerequisites:** Course is restricted to full-time officers only. Course is restricted to officers who have passed a basic familiarization and qualification course.

**Officers Who May Attend:** Any Rank

March	25-29	Northern KY
April	1-5	Northern KY
April	29-May 3	Richmond
May	6-10	Richmond

**GRANT WRITING FOR THE PRACTITIONER**

**16 Hours**

**NEW COURSE**

**Course Number: 1000-020**

**Class Size: 15 Min. - 24 Max.**

This course is intended for police officers and supervisors whose duties include writing and submitting grant proposals. It will provide basic tips leading to the successful submission of grant proposals. Officers will participate in interactive team exercises to review and critique a previously submitted proposal. Officers will be required to use funding agency guidelines to write grant proposal sections, will learn how to administer a grant after it is funded, and will learn what funding sources are available.

**NOTE:** It is recommended that officers and supervisors bring a calculator.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

March	12-13	Richmond
May	16-17	Ashland
August	15-16	Richmond
September	3-4	Richmond
September	26-27	Northern KY
October	3-4	Northern KY
November	19-20	Louisville

**HAZARDOUS MATERIALS SYMPOSIUM**

**16 Hours**

**NEW COURSE**

**Course Number: 1032-020**

**Class Size: 15 Min.- 50 Max.**

This combined course exceeds Ky OSH Standards for emergency responders to hazardous materials incidents. This course will provide the law enforcement professional with the following skills:

- Recognition and identification of hazardous materials
- Proper use of the Emergency Response Guidebook
- Containment and control procedures
- Proper personal protective equipment/chemical protective equipment identification
- Decontamination procedures
- Basic chemistry of hazardous materials.
- Incident management/Unified command
- Toxicology

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

June	27-28	Richmond
December	5-6	Richmond
December	17-18	Richmond

**HIGH RISK TRIAL PLANNING**

**16 Hours**

**Course Number: 0900-000**

**Class Size: 20 Min. - 28 Max.**

This course deals with the planning of a high risk trial and the role of the Sheriff and other law enforcement agencies. Instruction is provided in the role of the Sheriff in the area of facility security, crowd management, prisoner transportation and physical control. There will also be instructions dealing with the special needs of the courts, which must be considered in high risk situations.

**Prerequisites:** Must have attended the Court Security Procedures course or be a supervisor.

**Officers Who May Attend:** Any Rank

May	21-22	Bowling Green
October	1-2	Louisville
December	10-11	Richmond

**HOMICIDE INVESTIGATIVE TECHNIQUES**

**32 Hours**

**NEW COURSE**

**Course Number: 0996-020**

**Class Size: 15 Min. - 24 Max.**

A thirty-two hour, intermediate level investigative course, designed to provide both investigators and experienced officers with information related to the proper investigative techniques that should be used in the investigation of homicides and other violent crimes. The course will begin with proper response methods and preliminary investigative approaches and will expand into the investigation of serial murder, behavior profiling, and cold case investigations. As part of this class, students will participate in a graded practical exercise.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

January	22-25	Louisville
March	26-29	Richmond
April	2-5	Owensboro
July	9-12	Louisville
August	13-16	Paducah
October	29-Nov. 1	Richmond

**INTERVIEWS & INTERROGATIONS**

**32 Hours**

**Course Number: 0803-02C**

**Class Size: 15 Min. - 24 Max.**

This course has been specially developed to enhance law enforcement officers' skills in interviewing and interrogation. The course includes traditional methods of interviewing and interrogation, which are supplemented by kinesic, proxemic, and persuasive techniques. Practicums are emphasized and student teams will conduct a variety of interviews and interrogations.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

January	15-18	Richmond
February	26-March 1	Richmond
March	12-15	Bowling Green
May	14-17	Owensboro
May	21-24	Northern KY
May	28-31	Louisville
June	11-14	Murray
July	9-12	Ashland
August	13-16	Northern KY
September	17-20	Henderson
December	3-6	Louisville

**INTRODUCTION TO NARCOTICS**

**16 Hours**

**Course Number: 0955-010**

**Class Size: 15 Min. - 28 Max.**

This course is designed to introduce officers to the area of narcotics. It will include types of narcotics, basic identification of drugs, field testing techniques, and investigative methods.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

January	24-25	Richmond
April	25-26	Louisville
May	2-3	Northern Ky
August	1-2	Henderson
August	6-7	Hopkinsville
August	29-30	Richmond
December	5-6	Owensboro

**KENTUCKY SHERIFFS: CIVIL PROCESS & PROCEDURES**

**16 Hours**

**NEW COURSE**

**Course Number: 1006-020**

**Class Size: 15 Min. - 24 Max.**

This course is intended to become a series of topics related to the operations of the Kentucky Sheriffs. Topics will include service of civil court documents such as DVOs, EPOs, forcible detainers, writs of possession, and service and enforcement of subpoenas and other court orders.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank, preferably Deputy Sheriffs

March	7-8	Louisville
April	16-17	Owensboro
May	23-24	Bowling Green
June	13-14	Northern KY
June	25-26	Richmond
July	25-26	Louisville
September	5-6	Hazard
December	12-13	Richmond
December	19-20	Richmond

**LAW ENFORCEMENT CHAPLAIN'S SEMINAR**

**16 Hours**

**Course Number: 095S-020**

**Class Size: 15 Min. - 70 Max.**

The seminar theme for 2002 will be "Starting a Law Enforcement Chaplain Program." The seminar will include topics on starting a new program, the role of the law enforcement chaplain, the need for a chaplain in today's law enforcement agency, training and chaplain support, information about the International Conference of Police Chaplains and other related issues.

**NOTE: The Law Enforcement Chaplain's Seminar is now approved by the Kentucky Law Enforcement Council for KLEFPF purposes.**

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

August

26-27

Richmond

**LEADERSHIP FOR THE NEW CENTURY**

**16 Hours**

**Course Number: 0894-000**

**Class Size: 15 Min.-28 Max.**

This course is designed to explore how leadership skills need to grow in order to handle the diverse complexities of the 21st century. The course will include topics such as the link between multi-cultural education and officer safety, the demographic shifts in American population, creating or maintaining a workplace that welcomes and appreciates differences, and establishing an in-house cultural diversity training program.

**Prerequisites:** None

**Officers Who May Attend:** Officers in Leadership/Management positions.

March

7-8

Northern KY

March

14-15

Richmond

**LEGAL UPDATE: CONSTITUTIONAL PROCEDURE**

**24 Hours**

**Course Number: 1026-020**

**Class Size: 15 Min. - 40 Max.**

This course provides an update of court cases regarding Fourth Amendment searches, seizures, stops, and frisks; and Fifth Amendment self-incrimination and due process evidentiary matters.

**NOTE:** This is required training for officers who have been separated from law enforcement for more than three years, or officers from out-of-state who are seeking certification in Kentucky.

**NOTE:** This is required training for officers seeking SLEO certification.

**NOTE:** For certification, officers are also required to take  
LEGAL UPDATE: PENAL CODE.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

March	18-20	Richmond
June	3-5	Richmond
September	4-6	Louisville
December	9-11	Richmond



**LEGAL UPDATE: PENAL CODE**

**24 Hours**

**Course Number: 0890-000**

**Class Size: 15 Min. - 40 Max.**

This course provides an update on Penal Code offenses and other offenses outlined in the Kentucky Revised Statutes.

**NOTE:** This is required training for officers who have been separated from law enforcement for more than three years, or officers from out-of-state who are seeking certification in Kentucky.

**NOTE:** This is required training for officers seeking SLEO certification.

**NOTE:** For certification, officers are also required to take  
LEGAL UPDATE: CONSTITUTIONAL PROCEDURE.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

February	25-27	Richmond
May	28-30	Richmond
September	11-13	Louisville
December	2-4	Richmond

**MANAGING INVESTIGATIVE UNITS**

**16 Hours**

**NEW COURSE**

**Course Number: 0994-020**

**Class Size: 15 Min. - 24 Max.**

This class will provide training and guidance in the area of managing and supervising an investigative unit. Among the topics that will be covered are criteria for selection of personnel, types of investigative units, budgeting, asset forfeiture, managing informants, staffing levels, case assignments, and the use of solvability factors. Information offered in this course would also benefit agencies that assign investigative follow up work to patrol officers.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

May	16-17	Richmond
October	24-25	Louisville
November	21-22	Bowling Green
December	12-13	Paducah

**MANDATORY DUTIES OF THE SHERIFF**

**40 Hours**

**Course Number: 0543-02C**

**Class Size: 15 Min. - 40 Max.**

This unique course has been developed and designed for sheriffs. Instruction is provided in sheriff's duties such as marijuana eradication, vehicle inspection, long range prisoner transportation, document and process service, courtroom security, constitutional provisions for the sheriff, and revenue/election laws.

**Prerequisites:** None

**Officers Who May Attend:** Sheriffs and Chief Deputies

December	16-20	Richmond
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**MARKSMANSHIP/FIREARMS BASIC  
REFRESHER COURSE**

**32 Hours**

**Course Number: 0802-02C**

**Class Size: 15 Min. - 24 Max.**

This course is designed to improve basic handgun marksmanship skills and increase the student's familiarity with his or her handgun. Emphasis will be placed on marksmanship skills and weapon handling techniques such as drawing, loading, and re-loading. Students are required to pass a live fire qualification course, and are graded on their ability to field strip, clean, lubricate, and reassemble their handgun.

**Prerequisites:** Course is restricted to officers who have passed a basic familiarization and qualification course.

**Officers Who May Attend:** Any Rank

April	16-19	Richmond
April	23-26	Richmond

**MEDIA RELATIONS FOR SUPERVISORS**

**16 Hours**

**Course Number: 0893-000**

**Class Size: 15 Min. - 28 Max.**

This course will provide officers and supervisors information on the following topics:

- Defining the role of media in law enforcement activities.
- Development of media policy for law enforcement agencies.
- Successful interaction with television, radio, and print media.
- Media releases and press conferences involving law enforcement activities.

**Prerequisites:** None

**Officers Who May Attend:** Officers and supervisors who have the responsibility of addressing inquiries from the news media.

March	5-6	Owensboro
July	18-19	Ashland
September	19-20	Northern KY
October	29-30	Louisville

**METHAMPHETAMINE UPDATE**  
**NEW COURSE**

**16 Hours**

**Course Number: 0999-020**

**Class Size: 15 Min. - 32 Max.**

This course is designed to address methamphetamine lab operations, investigations, and safety issues.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

February	14-15	Richmond
March	14-15	Richmond
April	11-12	Bowling Green
May	9-10	Prestonsburg
May	21-22	Murray
June	6-7	Hopkinsville
July	18-19	Paducah
August	8-9	Elizabethtown
August	15-16	Somerset
August	22-23	Maysville
October	3-4	Middlesboro
October	24-25	Richmond
November	14-15	Northern KY
December	3-4	Owensboro

**ORIENTATION FOR NEW POLICE CHIEFS**

**40 Hours**

**Course Number: 0721– 000**

**Class Size: 15 Min. - 28 Max.**

This course will address the concerns of a newly appointed Kentucky police chief. Topics will include Department of Criminal Justice Training and Kentucky Law Enforcement Council training requirements, an overview of Kentucky law enforcement agencies, writing policy and procedures, discipline, record keeping, budgeting, vicarious liability, media relations, and ethics.

**Prerequisites:** None

**Officers Who May Attend:** Newly appointed police chiefs, assistant chiefs, or soon to be appointed chiefs.

February	4-8	Richmond
September	16-20	Louisville

**POLICE .223 CAL. PATROL RIFLE**

**40 Hours**

**Course Number: 0898-000**

**Class Size: 15 Min. - 20 Max.**

This course is designed to provide training in the use of the .223 caliber patrol rifle. Course content includes instruction in the role of the patrol rifle, basic rifle handling skills, marksmanship fundamentals, and ballistics. Students are required to pass a written test, a live fire qualification, and must demonstrate the ability to field strip, clean, lubricate, and reassemble their rifle.

**Prerequisites:** The officer must have successfully completed an approved handgun training course and provide the date and location of the course before being admitted to the rifle course. This course is restricted to rifles of .223 caliber (5.56mm), and the officer must bring an agency-approved rifle. A letter for the signature of the agency head will be included with the notification of admittance to the course.

**Officers Who May Attend:** Any Rank

March	11-15	Richmond
March	18-22	Richmond
October	21-25	Richmond
October	28-Nov. 1	Richmond

**POLICE PHOTOGRAPHY**  
**NEW COURSE**

**32 Hours**

**Course Number: 1001-020**

**Class Size: 12 Min. - 15 Max.**

This course will provide an introduction to 35mm photography as it applies to law enforcement. Photographic terminology, equipment and techniques will be discussed. Course topics will include equipment selection, applications of various lenses, flash photography, light metering, legal considerations, and digital imaging. Discussions and practical exercises will include traffic crash, close-up, crime scene, and surveillance photography.

- NOTE:** Students **must** bring:
- a. 35mm single lens reflex camera body
  - b. normal lens (50mm)
  - c. close-up or macro lens
  - d. flash with sync cord
  - e. shutter-release cable
  - f. polarizing filter to fit the normal lens
  - g. tripod

- Students **may** bring:
- a. another camera body
  - b. other lenses
  - c. filters
  - d. digital camera

**Prerequisites:** None

**Officers Who May Attend:** Any officer who normally performs this activity or who is soon to be assigned to this activity.

February	19-22	Richmond
April	16-19	Northern KY
September	10-13	Louisville
October	1-4	Paducah
October	29-Nov. 1	Bowling Green
November	12-15	Louisville



**POLICE TACTICAL SHOTGUN**

**40 Hours**

**Course Number: 0248-02C**

**Class Size: 15 Min. - 20 Max.**

This course provides for the achievement of shotgun proficiency through practical exercises for officers who have patrol responsibilities and are authorized by their agencies to carry, or have access to, shotguns in the performance of their duty.

**NOTE:** Due to the fact that this course is of a practical nature, appropriate outdoor wearing apparel will be necessary for each day.

**Prerequisites:** The officer must have successfully completed an approved handgun firearms training course and provide the date and location of such training.

**Officers Who May Attend:** Any Rank

April	8-12	Richmond
June	24-28	Richmond
July	22-26	Richmond
September	9-13	Richmond

**PUBLIC AND POLICE SAFETY**

**32 Hours**

**Course Number: 0804-02C**

**Class Size: 15 Min. - 36 Max.**

This course has been developed to enhance patrol officers' skills in dealing with a variety of common enforcement activities. These activities include traffic stops, high risk stops, and building searches. Simunition guns will be used in controlled simulated training exercises to add a sense of realism. Information on other topics such as recognizing militia activities and updated information on youth gangs will be part of this class. Off duty responses by officers will also be discussed.

**NOTE:** Officers are required to bring belt, holster and handcuff case to class. It is recommended that officers also bring their bullet resistant vests for the simunition gun exercises.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

April	30-May 3	Bowling Green
June	4-7	Northern KY
September	17-20	Richmond
October	1-4	LaGrange
November	12-15	Louisville

**PUBLIC AND POLICE SAFETY ADVANCED**

**32 Hours**

**Course Number: 0946-01R**

**Class Size: 15 Min. – 28 Max.**

This course will give officers “First Responders” information on a rapid response system to an immediate life-threatening situation. Depending upon the circumstances, the front-line officers must take immediate action to neutralize the incident and hopefully save innocent lives. Simunition will be used in controlled simulated training exercises to add a sense of realism. Information on traffic stops of large vehicles will also be included.

**NOTE:** Officers are required to bring belt, holster and handcuff case to class. It is recommended that officers also bring their bullet resistant vest and appropriate clothing for the outdoor simunition exercises.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

March	19-22	Elizabethtown
April	2-5	Richmond
April	9-12	Louisville
May	7-10	Bowling Green
June	18-21	Northern KY
June	25-28	Richmond
July	30-Aug. 2	Prestonsburg
August	20-23	Northern KY
October	8-11	Louisville

## **RADAR OPERATOR**

**59 Hours**

**Course Number: 0805-02C**

**Class Size: 12 Min. - 15 Max.**

This course is intended for police officers who utilize radar speed detection devices to enforce highway speed laws and detect violators. Formal classroom instruction is provided on the history and theory of radar, the laws of precedent, as well as information on stationary and moving radar, radar detectors and jamming devices. The officer will learn to gauge visual range, make speed determinations, and prepare cases for moot court. Classroom training is supplemented by the practical application of radar on the street during a radar internship.

**NOTE:** Officers attending this course must provide their own **radar units** and **vehicles**.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

February	26-March 1	Northern KY
March	5-8	Northern KY
March	12-15	Louisville
November	5-8	Richmond
November	12-15	Richmond
November	19-22	Madisonville

## **RADAR RECERTIFICATION**

**4 Hours**

**Course Number: 2020-02C**

**Class Size: 15 Min. - Open**

This instructional period satisfies the 36-months retraining requirement.

**Prerequisites:** Police Radar Instructor or Police Radar Operator course.

**Officers Who May Attend:** Certified radar operators and instructors.

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
February 12	8:00 a.m. – Noon	Northern KY
February 19	8:00 a.m. – Noon	Richmond
February 21	8:00 a.m. – Noon	Henderson

**RAILROAD GRADE CROSSING/ACCIDENT  
INVESTIGATION**

**32 Hours**

**Course Number: 0806-02C**

**Class Size: 15 Min. - 24 Max.**

This course is designed to acquaint the student with the various types of railroad grade crossing collisions, techniques of investigation, railroad personnel safety, equipment and elements involved in a collision.

**Prerequisites:** None.

**Officers Who May Attend:** Any Rank

May 7-10 Louisville

**RAPE AND SEXUAL ASSAULT**

**16 Hours**

**NEW COURSE**

**Course Number: 1002-020**

**Class Size: 15 Min.- 30 Max.**

This course will focus on the rape and sexual assault investigation of adult victims. The course will include sex offender dynamics, suspect interviewing techniques, and suspect typology. The course will include information on the Sexual Assault Nurse Examiner (SANE) program and the Sexual Assault Response Team (SART), and victim trauma.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

February	12-13	Richmond
March	21-22	Northern KY
May	7-8	Prestonsburg
May	23-24	Murray
October	1-2	Middlesboro
October	3-4	Louisville
October	17-18	Northern KY
October	22-23	Richmond
November	5-6	Louisville

**ROBBERY INVESTIGATION**

**16 Hours**

**Course Number: 0792-02C**

**Class Size: 15 Min.- 28 Max.**

This course has been developed and designed to meet the needs of patrol officers and investigators who have the responsibility of responding to, and investigating robberies. Emphasis is placed on the different types of robberies committed, typologies of robbers, silent alarm and robbery in progress response, first responder and preliminary investigation, follow-up investigation, pre-trial identification of the robbery suspect, and robbery prevention procedures.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

March	19-20	Northern KY
August	8-9	Hopkinsville
August	13-14	Somerset
August	27-28	Richmond
November	7-8	Louisville

**SCHOOL RESOURCE OFFICER**

**32 Hours**

**Course Number: 0896-000**

**Class Size: 15 Min.- 24 Max.**

This course is designed to meet the needs of officers who will be assigned as school resource officers in their communities. This course will cover such topics as education, legal authority of the School Resource Officer (SRO), counseling issues, gangs, crime prevention and prevention of school violence.

**Prerequisites:** None

**Officers Who May Attend:** Any officer who normally performs this activity or who is soon to be assigned to this activity.

June	18-21	Hazard
July	16-19	Richmond
July	23-26	Northern KY

**SCHOOL RESOURCE OFFICER (ADVANCED)**

**32 Hours**

**Course Number: 0943-010**

**Class Size: 15 Min. - 24 Max.**

This class is designed to meet the needs of officers who are assigned as school resource officers for their departments. This course will be a follow-up to the Basic School Resource Officer course. The course will cover topics of crisis management and will deal with the school administrators' side of the school resource officer program.

**Prerequisites:** Basic School Resource Officer training.

**Officers Who May Attend:** Any officer who normally performs this activity or who is soon to be assigned to this activity.

June	25-28	Richmond
July	30-Aug. 2	Northern KY

**SITUATIONAL LEADERSHIP FOR LAW ENFORCEMENT**

**16 Hours**

**NEW COURSE**

**Course Number: 1028-020**

**Class Size: 15 Min.- 20 Max.**

Situational Leadership for Law Enforcement is designed specifically to address the needs of contemporary law enforcement agencies at all levels of government. This leadership effectiveness course requires concentrated time and effort to achieve two primary objectives:

- (1.) To increase your understanding of how people are managed effectively, and the leadership strategies you can use to increase their productivity;
- (2.) To develop specific skills that will assist you in matching your leadership style to the needs of your people.

**NOTE:**           **Course is certified by the Center for Leadership Studies, Inc., Escondido, California.**

**Prerequisites:** (1.) Assignment as a First Line Supervisor, preferably a Field Training Sergeant or FTO; and  
(2.) Successful completion of First Line Supervision Basic.

**Officers Who May Attend:**   Supervisory Level and Above.

October	15-16	Richmond
November	12-13	Richmond



**SPANISH FOR LAW ENFORCEMENT**

**16 Hours**

**Course Number: 0901-000**

**Class Size: 15 Min. - 24 Max.**

This Survival Spanish course is designed to acquaint law enforcement personnel with the rules of Spanish pronunciation, street slang expressions, traffic stop commands, and cultural information. The Spanish alphabet, numbers, months, days of the week, and basic interviewing techniques will be introduced.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

February	5-6	Louisville
July	30-31	Henderson
August	6-7	Elizabethtown
August	20-21	Maysville
September	5-6	Richmond
September	24-25	Northern KY

**SPANISH FOR LAW ENFORCEMENT II (SURVIVAL SPANISH)**

**16 Hours**

**Course Number: 0962- 010**

**Class Size: 15 Min. - 24 Max.**

In this course, officers are taught basic phrases and questions necessary to carry out specific law enforcement protocols. Discussion also covers cross-cultural issues pertinent to relationships between non-Hispanic officers and Hispanic community members.

**NOTE: Spanish For Law Enforcement is not a prerequisite.**

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

March	5-6	Northern KY
April	23-24	Louisville
May	14-15	Ashland
August	13-14	Richmond
October	1-2	Northern KY

**STANDARDIZED CHILD PASSENGER  
SAFETY TRAINING (NHTSA)**

**32 Hours**

**Course Number: 0963- 01A**

**Class Size: 10 Min. - 20 Max.**

Successful completion of this course will achieve the requirements for certification as a Child Passenger Safety (CPS) Technician. The National Highway Traffic Safety Administration (NHTSA) of the U.S. Department of Transportation, has developed the course for which the American Automobile Association (AAA) is the certifying agency. Topics covered include: relevant federal legislation and safety standards, crash dynamics, vehicle occupant protection systems, selection and use of child restraint systems, correct installation of child restraints, misuse and compatibility issues, organization and coordination of a child seat checkup event, and ethical consideration related to child passenger safety. Teaching strategies include lecture, hands on practice, and group discussion. Successful completion is determined by written and performance examinations. This course includes the installation of child restraints and should be considered physically demanding.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank

January	22-25	Carrollton
March	12-15	Henderson
May	21-24	Louisville
July	30-Aug. 2	Somerset
September	10-13	Maysville
October	22-25	Richmond

**TECHNIQUES FOR POLICE INSTRUCTORS**

**80 Hours**

**Course Number: 0325-02C**

**Class Size: 12 Min. - 15 Max.**

This course is designed to prepare the police officer to meet the requirements for certification as a police instructor. Course content includes instruction in research, preparation of source documents and lesson plans, principles of learning and methods of instruction. The student gains practical experience by preparing a source document and lesson plan and presenting the lesson plan during class.

**SPECIAL COURSE NOTE:**

For the purpose of equability in serving all departments in Kentucky, applications from applying agencies will be evaluated by the registrar. Should any agency request an excessive amount of spaces in relation to the number of agencies requesting class space, the registrar will allocate a reasonable number of spaces.

**Prerequisites:** Three years work experience in the criminal justice field.

**Officers Who May Attend:** \* Any rank.

\* Officer must be recommended, in writing, by the agency head or training director. Recommendation must include a statement of the applying agency's intention to have the course attendee become a law enforcement instructor upon successful completion of the course.

January	21-Feb. 1	Richmond
June	17-28	Louisville
September	9-20	Richmond
December	2-13	Richmond

**TRAFFIC ACCIDENT RECONSTRUCTION (IPTM)**

**80 Hours**

**Course Number: 0329-02AC**

**Class Size: 15 Min. - 35 Max.**

This course is designed to enable a well-trained police officer to become qualified as an expert and give expert testimony in a court of law relative to the causation factors in motor vehicle traffic accidents. A student who successfully completes this course will have the knowledge to be able to give expert testimony in the causation of motor vehicle accidents.

This course includes extensive project work and controlled vehicle experiments to give the student first-hand experience in proving specific equations are accurate.

Topics include:

- Derivation and Origin of the Commonly Used Speed Formulas.
- Speed of Vehicles at Impact, Using Conservation of Linear Momentum.
- Behavior of Vehicles in a Collision, Using Newton's Laws of Motion.
- The Effect of Weight Shift in Braking, Involving Large Trucks and Buses.
- A Complex Study of Time/Distance/Motion as it Relates to Objects in Crashes.
- The Effects of Computer or Anti-Skid Braking Systems in Stopping Distances and Braking Actions.
- The Determination of Direction of Travel, Initial Contact, Separation, and Paths of Travel Following a Collision.

**Prerequisites:** Advanced Accident Investigation Course or equivalent.

**Officers Who May Attend:** Any Rank

July

22—Aug. 2

Richmond

**UNDERCOVER NARCOTICS**

**32 Hours**

**Course Number: 0808-02C**

**Class Size: 15 Min. - 30 Max.**

This course was specifically designed for suburban and rural police officers with narcotic responsibilities. The primary emphasis will be on the undercover officer and operations. Topics include: development and control of informants, documentation, electronic surveillance and recording devices, case management, raid planning and a practical on surveillance techniques.

**Prerequisites:** None

**Officers Who May Attend:** Any Rank.

February	5-8	Richmond
August	27-30	Louisville
September	24-27	Richmond
October	15-18	Louisville

# NOTES

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# TELECOMMUNICATIONS

## TRAINING



**Instructors Mike Keyser and Jason Pirtle watch as students practice administering CPR .**

**NOTE**

**Due to the heavy demand for all of these courses and the limited number of spaces available, agencies are requested to immediately cancel any student registered who will be unable to attend.**

**TELECOMMUNICATIONS ACADEMY**

**160 Hours**

**Course Number: 102D-020 Class Size: 15 Min. - 28 Max.**

The Telecommunications Academy course consists of 160 hours of instruction over a four-week period. The course is designed for new telecommunicators working at agencies with a LINK terminal and will be segmented into various training sections that include; Basic Telecommunications, Critical Incidents, CPR, Emergency Medical Dispatch, and LINK/NCIC.

Trainees must comply with all administrative regulations and successfully complete all training areas to be eligible for graduation. Meals, housing, and all classroom materials are provided. Successful completion will satisfy mandatory training requirements for Basic Telecommunications and LINK/NCIC.

**NOTE:** KRS 15.530-15.590 requires any sworn or civilian employee who is employed to dispatch law enforcement by means of radio communication, on a full time basis, to successfully complete 40 hours of basic training within twelve months of employment and 8 hours of In-Service training each calendar year. Part time trainees attending the academy will pay for meals and housing.

**NOTE:** This course is designed for agency personnel having full access to LINK NCIC databases. This training (or the stand alone Basic CJIS) is required within six months of employment. Successful completion certifies the operator until the region in which the operator is currently employed is due for recertification.

Class 13	January 7 - February 1	Richmond
Class 14	April 8 – May 3	Richmond
Class 15	July 8 - August 2	Richmond
Class 16	October 7—November 1	Richmond



**TELECOMMUNICATIONS ACADEMY  
FOR THE NON-TERMINAL AGENCY**

**120 Hours**

**NEW COURSE**

**Course Number: 103D-020**

**Class Size: 15 Min.- 28 Max.**

The Telecommunications Academy course consists of 120 hours of instruction over a three-week period. The course is designed for new telecommunicators working at agencies that do not have a LINK/NCIC terminal. The training will be segmented into various training sections that include: Basic Telecommunications, Critical Incidents, C.P.R., and Emergency Medical Dispatch.

Trainees must comply with all administrative regulations and successfully complete all training areas to be eligible for graduation. Meals, housing, and all classroom materials are provided. Successful completion will satisfy mandatory training requirements for Basic Telecommunications.

**NOTE:** KRS 15.530 -15.590 requires any sworn or civilian employee who is employed to dispatch law enforcement by means of radio communications, on a full-time basis, to successfully complete 40 hours of basic training within twelve months of employment and 8 hours of In-Service training each calendar year. Part-time trainees attending the academy will pay for meals.

Class 1-N

September 16-October 4

Richmond

**TELECOMMUNICATIONS (BASIC)**

**40 Hours**

**Course Number: 027D-01R**

**Class Size: 15 Min. - 28 Max.**

This course is specifically designed for telecommunicators who dispatch law enforcement and emergency response units by means of radio communications. Emphasis is placed on telephone techniques and radio broadcast procedures in the interest of handling emergency calls for service. Extensive time is devoted to simulated exercises using the telephone and the radio in order to prepare the telecommunicator for the tasks required to be performed.

**NOTE:** KRS 15.530-15.590 requires any full time sworn or civilian employee who is employed to dispatch law enforcement by means of radio communication, on a full-time basis, to successfully complete 40 hours of basic training within twelve months of employment and 8 hours in-service training each calendar year thereafter.

February	4-8	Richmond
March	4-8	Richmond
May	6-10	Richmond
June	3-7	Richmond
August	5-9	Richmond
November	4-8	Richmond
December	9-13	Richmond

***In-Service Training 2002***

In-service level training courses are offered to full-time law enforcement telecommunications personnel and will satisfy the annual requirement for training as well as update the Emergency Medical Dispatch Course.

**Telecommunicators can choose from several different courses.**

**Note:** KRS 15.560(2) requires all full-time law enforcement telecommunicators in Kentucky to successfully complete an 8-hour in-service training course each calendar year.

**Note:** These courses are restricted to certified telecommunicators.

**Note:** Students will be limited to two tuition-free courses.

**BACK TO BASICS**

**8 Hours**

**Course Number: 066D-O2C**

**Class Size: 15 Min. - 30 Max.**

This course will address improving listening and verbal skills, radio and telephone techniques. The telecommunicator will also apply learned skills to three types of incidents: an armed robbery, a tornado, and a call for emergency medical assistance.

June 24 Richmond

**CALLER INTERVIEW**

**8 Hours**

**Course Number: 075D-000**

**Class Size: 15 Min. - 30 Max.**

This course will address improving the caller interview in both law enforcement and fire calls for service by utilizing the Handling Critical Incidents Flip-Chart for Telecommunicators. The telecommunicator will learn how to effectively use the Flip-Chart and then apply these learned skills to calls for service involving a school shooting and a prison fire.

June 26 Richmond

**CRISIS NEGOTIATIONS**

**8 Hours**

**Course Number: 105D-020**

**Class Size: 15 Min. - 30 Max.**

This course will provide information about situations that could involve crisis negotiation and proper methods for handling those situations. Hostage situations and handling the suicidal caller will be among the types of calls to be discussed.

February	12	Richmond
June	18	Richmond
December	3	Richmond

**CULTURAL AWARENESS**

**16 Hours**

**NEW COURSE**

**Course Number: 096D-020**

**Class Size: 15 Min. - 20 Max.**

This 2-day class will address the challenge faced by telecommunicators as they serve citizens from very different cultural backgrounds. It will also include sections on diversity in the workplace and cultural diversity as it relates to ADA.

February	13-14	Richmond
December	4-5	Richmond

**CUSTOMER SERVICE**

**8 Hours**

**NEW COURSE**

**Course Number: 097D-020**

**Class Size: 15 Min. - 30 Max.**

This course will provide information that will allow Kentucky telecommunicators to provide more effective customer service. This curriculum will identify both who the customers are and how to best meet their special needs.

January	16	Richmond	September	23	KY Dam Village SRP
March	18	Louisville	September	24	KY Dam Village SRP
March	19	Louisville	September	25	KY Dam Village SRP
March	20	Louisville	September	26	KY Dam Village SRP
April	1	Barren River SRP	October	14	Jenny Wiley SRP
April	2	Barren River SRP	October	15	Jenny Wiley SRP
April	3	Barren River SRP	October	16	Jenny Wiley SRP
April	4	Barren River SRP	October	28	Northern KY
April	15	Northern KY	October	29	Northern KY
April	16	Northern KY	October	30	Bowling Green
May	13	Lake Barkley SRP	October	31	Bowling Green
May	14	Lake Barkley SRP	November	4	Louisville
May	15	Lake Barkley SRP	November	5	Louisville
			November	6	Louisville

**ENHANCED TELECOMMUNICATIONS SKILLS**

**16 Hours**

**Course Number: 083D-010**

**Class Size: 12 Min. - 15 Max.**

This 2-day class will provide information to enhance the skills of the experienced telecommunicator. This class will include practical exercise time that will improve caller interview and radio procedure techniques.

February	26-27	Richmond
August	26-27	Richmond

**ETHICS**

**8 Hours**

**NEW COURSE**

**Course Number: 099D-020**

**Class Size: 15 Min. - 30 Max.**

This course will provide the telecommunicator with information about moral practices that must be present in all aspects of their work environment. It will also allow the telecommunicator to recognize differences, build relationships, and respect people from different backgrounds.

January	15	Richmond
June	27	Richmond
September	11	Richmond

**FAMILY VIOLENCE ACROSS THE LIFE SPAN**

**8 Hours**

**Course Number: 068D-O2C**

**Class Size: 15 Min. - 30 Max.**

This course will address the issue of family violence and how it affects our society today. Telecommunicators will discuss domestic violence, child abuse, child sexual abuse, and abuse of the elderly. Students will then learn proper procedures for handling these types of calls for service.

February	11	Richmond
June	17	Richmond
December	2	Richmond

**FIRE/HAZMAT INCIDENT**  
**NEW COURSE**

**16 Hours**

**Course Number: 104D-020**

**Class Size: 15 Min. - 30 Max.**

This two-day course is designed for telecommunicators who may dispatch law enforcement officers and public safety responders to an incident involving fire and/or hazardous materials. The course provides a good balance of classroom and practical “hands on” exercises involving effective caller interview and radio broadcast techniques, perimeter and evacuation determinations, and efficient resource awareness. The goal of this course is to ensure officer, responder, and public safety during and after a fire/hazmat incident.

April	17-18	Richmond
August	21-22	Richmond

**SPECIAL NEEDS CALLERS**

**8 Hours**

**Course Number: 081D-010**

**Class Size: 15 Min. - 30 Max.**

This course will provide information that will enhance the telecommunicator’s skills for interviewing callers with special needs. Included will be: the suicidal caller, the Alzheimer’s patient, the child that calls for assistance, and the hearing impaired caller using the Telephone Device for the Deaf (TDD).

June	25	Richmond
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**SPANISH FOR THE TELECOMMUNICATOR**

**8 Hours**

**Course Number: 084D-010**

**Class Size: 15 Min.- 30 Max.**

This unit of instruction will address one of the most critical needs of today's telecommunicator. The course will provide basic Spanish translations for questions and answers the telecommunicator might encounter while working a critical incident.

March	14	Richmond
May	16	Lake Barkley SRP
December	6	Richmond

**TEAMBUILDING**

**8 Hours**

**NEW COURSE**

**Course Number: 100D- 020**

**Class Size: 15 Min. - 30 Max.**

This course focuses on the special problems and challenges facing telecommunicators as they strive to work as a team both in the communications center and with public safety responders.

January	17	Richmond
June	13	Richmond
September	12	Richmond



**COMMUNICATIONS TRAINING OFFICER (CTO)**

**40 Hours**

**Course Number:** 101D-020

**Class Size:** 12 Min. - 15 Max.

This course is designed to provide the basic knowledge and skills necessary for a telecommunications officer to perform as a communications training officer within their agency. The course includes: the elements of a CTO program, a comprehensive training and evaluation process, ethics and rules of self-discipline, and practical exercises on the mechanics of communications training procedures.

**NOTE:** This course will satisfy the telecommunications in-service requirement for the year.

**NOTE:** Enrollment in this class is restricted to certified telecommunications serving in a supervisory or training capacity.

**Prerequisites:** Successful completion of Basic Telecommunications.

February	18-22	Richmond
May	20-24	Richmond
November	18-22	Richmond

**EFFECTIVE TELECOMMUNICATIONS SUPERVISOR**

**16 Hours**

**Course Number:** 098D-020

**Class Size:** 15 Min. – 75 Max.

The specific curriculum for this supervisory level course will be developed during 2002. This course provides supervisors and managers with information related to administering and operating a communications center.

**NOTE:** Successful completion of this course will satisfy the annual statutory in- service training requirement for telecommunications.

April	25-26	Barren River SRP
October	17-18	Jenny Wiley SRP

## EMERGENCY MEDICAL DISPATCH

24 Hours

**Course Number:** 043D-02C

**Class Size:** 15 Min. - 20 Max.

Attending telecommunicators will receive specialized Emergency Medical Dispatch/ Crisis Communications training. This training will enable telecommunicators to provide approved emergency medical information to citizens and responders.

Telecommunicators will learn: proven techniques in breaking hysteria thresholds, handling multiple calls, specific pre-arrival medical instructions, liability and legal issues, and other methods to allow responders to arrive prepared.

**NOTE:** Successful completion of this course will satisfy the annual statutory in-service training requirement for telecommunicators.

**Prerequisites:** Successful completion of Basic Telecommunications. **Proof of CPR certification is required on the first day of class.**

March	11-13	Richmond
June	10-12	Richmond
August	12-14	Richmond
November	11-13	Richmond

## EMERGENCY MEDICAL DISPATCH/ ADVANCED

16 Hours

### NEW COURSE

**Course Number:** 095D-020

**Class Size:** 12 Min.-15 Max.

**This course is designed for telecommunicators who have successfully completed the Basic EMD Course.** This course will provide information regarding quality assurance, liability, and risk management issues as they pertain to telecommunicators, supervisors, and management. Practical exercises will be done and critiqued in a quality assurance review session.

**NOTE:** Successful completion of this course will satisfy the annual statutory in-service training requirement for telecommunicators.

**Prerequisites:** **Proof of current CPR certification is required on the first day of class.**

June	19-20	Richmond
September	9-10	Richmond

**MEDICAL NEEDS CALLERS**

**8 Hours**

**Course Number: 082D-010**

**Class Size: 12 Min.-15 Max.**

**This course is for telecommunicators who have successfully completed the Emergency Medical Dispatch course.** This course will provide information to enhance the skills of the experienced emergency medical dispatcher. Practical exercise time will allow the emergency medical dispatcher to improve caller interview skills and the handling of medical calls requiring pre-arrival instruction.

**\* Prerequisites: Proof of current CPR certification is required on the first day of class.**

February	28	Richmond
August	28	Richmond

**ADVANCED CRIMINAL JUSTICE INFORMATION SYSTEMS/TAC**

**40 Hours**

**Course Number: 070D-02C**

**Class Size: 10 Min. – 14 Max. Richmond  
8 Min. – 12 Max. Louisville**

This course is designed to provide experienced LINK operators with a basic understanding of the duties and responsibilities assigned by the Law Information Network of Kentucky to individuals who have been designated as terminal agency coordinators (TACS). The course will also encompass advanced techniques related to all LINK/NCIC files, to include the NICB Impound File and the Sex Offender Registry File. Enrollment in this class is restricted to certified Full Access LINK operators.

**NOTE:** This course **will not** satisfy the LINK In-service requirement.

March	4-8	Louisville
October	21-25	Richmond

**CRIMINAL JUSTICE INFORMATION SYSTEMS-FULL ACCESS**

**44 Hours**

**Course Number: 071D-99R3**

**Class Size:**

**15 Min.-28 Max., Richmond**

**15 Min.-24 Max., Louisville**

This course is designed to provide the basic knowledge and skills necessary to perform and complete transactions through the LINK, NCIC, and NLETS criminal justice information systems. Training, using "intelligent" computers at work stations in our training center, will include complete system access into all data base files with extensive practical exercises.

**NOTE:** This training is required within six months of employment for all persons who access the NCIC database.

**NOTE:** Successful completion certifies the operator until the region in which the operator is currently employed is due for recertification.

**NOTE:** This course is designed for agency personnel having full access to LINK-NCIC databases.

February	11-15	Richmond
March	18-22	Louisville
May	13-17	Richmond
June	17-21	Richmond
August	19-23	Richmond
September	30-Oct. 4	Louisville
November	18-22	Richmond
December	2-6	Richmond

**CRIMINAL JUSTICE INFORMATION SYSTEMS-INQUIRY ONLY**

**20 Hours**

**Course Number: 072D-99R2**

**Class Size: 15 Min. - 28 Max., Richmond  
15 Min. - 24 Max.. Louisville**

This course is designed to provide the basic knowledge and skills necessary to perform and complete transactions through the LINK, NCIC, and NLETS criminal justice information systems. Training, using "intelligent" computers at work stations in our training center, will include complete system access into all data base files, with extensive practical exercises.

**NOTE:** This training is required within six months of employment for all persons who access the NCIC data base.

**NOTE:** Successful completion certifies the operator until the region in which the operator is currently employed is due for re-certification.

**NOTE:** This course is designed for agency personnel having inquiry only access to LINK-NCIC data bases.

February	25-27	Richmond
May	20-22	Louisville
September	16-18	Richmond

**CRIMINAL JUSTICE INFORMATION SYSTEMS**  
**MOBILE DATA TERMINAL**  
**NEW COURSE**

**8 Hours**

**Course Number: 094D- 010**

**Class Size: 15 Min. – 20 Max.**

This course is designed for agency personnel having mobile data terminals in order to access Criminal Justice Information Systems. This course will provide instruction on how to perform and complete transactions through the LINK, NCIC, and NLETS criminal justice information systems. Training will include the use of a mobile data terminal with some practical exercises.

**NOTE:** This training is required within six months of employment for all who access the NCIC through the use of a mobile data terminal.

**NOTE:** Successful completion certifies the operator until the region in which the operator is currently employed is due for re-certification.

**NOTE:** This course is designed for agency personnel operating mobile data terminals.

March	5	Richmond
April	9	Richmond
August	6	Richmond
November	14	Richmond

**The following is an excerpt from a letter sent to all Link Terminal Agencies, from Captain Robert Miller, State Control Terminal Officer, Kentucky State Police, dated August 17, 1999:**

*“ After meeting with the Department of Criminal Justice Training, it was decided to make the following changes in order to make scheduling more flexible for the instructors and terminal operators during their re-certification period.*

- 1) The regional concept will remain in place, but the state will be divided into two regions, instead of eight.*
- 2) Training will be conducted in locations that provide the most convenience for those being re-certified. The Department of Criminal Justice Training will conduct at least two annual training sessions in each designated training area.*
- 3) Certification for all terminal operators will expire on December 31 of the year the terminal operator's certification is to expire, and access to LINK/NCIC Files will be denied, until re-certified.*
- 4) The even and odd year re-certification concept will remain as outlined in the LINK User Agreement, however, operators will not be required to attend any specific location during their year of re-certification. Training requests will be based on availability.*
- 5) If a documented emergency has kept the terminal operator from attending re-certification training, the Department of Criminal Justice Training will provide at least two supplemental classes during January and February of year 2001. All supplemental training requests must be approved by the Control Terminal Officer (CTO).*
- 6) When a terminal operator attends the LINK/NCIC Basic certification, their certification will remain in force until his/her yearly re-certification is again due. If an operator completes the LINK/NCIC Basic certification, and their agency is due re-certification during that year, the terminal operator will not be required to attend.*
- 7) Changes relating to the transfer of an operator from one department to another department in another region, will remain as outlined in the LINK/NCIC User Agreement, Provision and Guidelines.*
- 8) The above changes will become effective January 1, 2000.*
- 9) The Department of Criminal Justice Training and the State Control Terminal Officer will keep terminal agencies informed, as to the location of all training sessions.”*

**CRIMINAL JUSTICE INFORMATION SYSTEMS  
IN-SERVICE VII (FULL ACCESS)**

**8 Hours**

**Course Number: 087D-010**

**Class Size: 15 Min.-30 Max.**

This training course is designed for previously certified LINK System personnel who have FULL ACCESS into LINK and NCIC data base file. Information will be presented relating to effective utilization of the Law Information Network of Kentucky System.

**NOTE:** Successful completion of the training course will re-certify the operator for a two-year period if the operator remains at the same agency. If the operator transfers to another region, then re-certification will become the same as the region where employed.

This course does not satisfy the in-service training requirement for a telecommunicator; refer to the Telecommunications In-Service training course and class schedule.

See the listing LINK RE-CERTIFICATION REGIONS BY COUNTY which is found in this section for details concerning your region and training/expiration dates.

**REGION 2**

January	21	Shelbyville	August	12	Cumberland Falls SRP
January	22	Shelbyville	August	13	Cumberland Falls SRP
February	18	Cynthiana	August	14	Cumberland Falls SRP
February	19	Cynthiana	September	9	Florence
March	11	Shelbyville	September	10	Florence
March	12	Shelbyville	October	7	Bowling Green
April	22	Florence	October	8	Bowling Green
April	23	Florence	October	9	Bowling Green
May	6	Florence	November	11	Elizabethtown
May	7	Florence	November	12	Elizabethtown
June	10	Florence	December	9	Barren River SRP
June	11	Florence	December	10	Barren River SRP
July	22	Danville	December	11	Barren River SRP

\*January 14 Richmond Supplemental

\*February 25 Richmond Supplemental

\*This class will cover material taught in 2001 In-Service for those LINK/NCIC operators who missed their regional training in the year 2001 with an approved excuse.



**CRIMINAL JUSTICE INFORMATION SYSTEMS  
IN-SERVICE VII (INQUIRY ONLY)**

**4 Hours**

**Class Size: 15 Min.–30 Max.**

**Course Number: 088DM-010**

**The letter “M” in the course number  
designates the morning session  
8:00 a.m. to 12:00 noon.**

**Course Number: 088DA-010**

**The letter “A” in the course number  
designates the afternoon session  
1:00 p.m. to 5:00 p.m.**

This training course is designed for previously certified LINK System personnel who are allowed INQUIRY ONLY ACCESS into LINK/NCIC data base files. Information will be presented relating to effective utilization of the Law Information Network of Kentucky System.

**NOTE:** Successful completion of the training course will re-certify the operator for a two-year period if the operator remains at the same agency. If the operator transfers to another region, then re-certification will become the same as the region where employed. This course does not satisfy the in-service training requirement for a telecommunicator; refer to the Telecommunications In-Service training course and class schedule.

See the listing **LINK RE-CERTIFICATION REGIONS BY COUNTY**, which is found in this section, for details concerning your region and training/expiration dates.

**REGION 2**

<b><u>DATE</u></b>		<b><u>A.M.</u></b>	<b><u>P.M.</u></b>	<b><u>LOCATION</u></b>
March	13	8-12	1-5	Shelbyville
April	24	8-12	1-5	Florence
May	8	8-12	1-5	Florence
June	12	8-12	1-5	Florence
August	20	8-12	1-5	Richmond
September	11	8-12		Florence
December	12	8-12		Barren River SRP
*January	14	8-12	Supplemental	Richmond
*February	25	8-12	Supplemental	Richmond

\*This class will cover material taught in 2001 In-Service for those LINK/NCIC operators who missed their regional training in the year 2001 with an approved excuse.

**LINK RECERTIFICATION REGIONS BY COUNTY**

**REGION 1 YEAR 2001**

Ballard	Fayette	Lawrence	Morgan
Bath	Fleming	Lewis	Muhlenberg
Boyd	Floyd	Livingston	Nicholas
Breathitt	Fulton	Lyon	Ohio
Caldwell	Garrard	McCracken	Oldham
Calloway	Graves	McLean	Pike
Carlisle	Greenup	Madison	Powell
Carter	Hancock	Magoffin	Rowan
Christian	Henderson	Marshall	Todd
Clark	Hickman	Martin	Trigg
Crittenden	Hopkins	Mason	Trimble
Daviess	Jefferson	Menifee	Union
Elliott	Jessamine	Mercer	Webster
Estill	Johnson	Montgomery	Wolfe

**REGION 2 YEAR 2002**

Adair	Clinton	Knox	Pendleton
Allen	Cumberland	Larue	Perry
Anderson	Edmonson	Laurel	Pulaski
Barren	Franklin	Lee	Rockcastle
Bell	Gallatin	Leslie	Robertson
Boone	Grant	Letcher	Russell
Boyle	Grayson	Lincoln	Scott
Bourbon	Green	Logan	Shelby
Bracken	Hardin	McCreary	Simpson
Breckinridge	Harlan	Marion	Spencer
Bullitt	Harrison	Meade	Taylor
Butler	Hart	Metcalf	Warren
Campbell	Henry	Monroe	Washington
Carroll	Jackson	Nelson	Wayne
Casey	Kenton	Owen	Whitley
Clay	Knott	Owsley	Woodford

# NOTES

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**TRAINING  
CALENDAR**

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LOCATION	COURSE #	COURSE TITLE	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	3	4	5
Richmond	0472-000	Basic Breath Test Operator (7-11)							
Richmond	102D-020	Telecommunications Academy (Week 1 of 4)	6	7	8	9	10	11	12
Richmond	099D-020	Ethics (15)							
Richmond	100D-020	Teambuilding (17)							
Richmond	097D-020	Customer Service (16)							
Richmond	087D-010	CJIS In-Service VII (Full Access) (Supplemental) (14)							
Richmond	0895-000	Advanced Latent Fingerprints I (15-16)	13	14	15	16	17	18	19
Richmond	0944-010	Advanced Latent Fingerprints II (17-18)							
Richmond	0803-02C	Interviews & Interrogations (15-18)							
Richmond	088DM-010	CJIS In-Service VII (Inquiry Only) (8:00 a.m. –12:00 noon) (14) (Supplemental)							
Richmond	102D-020	Telecommunications Academy (Week 2 of 4)							
Richmond	007B-99R7	Law Enforcement Basic Training (#314)							
Northern KY	0293M-02C	Breath Test Operator Recert A.M. (22,23,24,25)							
Northern KY	0293A-02C	Breath Test Operator Recert P.M. (21,22,23,24)							
Shelbyville	087D-010	CJIS In-Service VII (Full Access) (21, 22)							
Richmond	0958-010	Background Investigation (22-23)	20	21	22	23	24	25	26
Louisville	0996-020	Homicide Investigative Techniques (22-25)							
Richmond	0955-010	Introduction To Narcotics (24-25)							
Carrollton	0963-01A	Standardized-Child Passenger Safety Training (NHTSA) (22-25)							
Richmond	0325-02C	Techniques For Police Instructors (Week 1 of 2)							
Richmond	102D-020	Telecommunications Academy (Week 3 of 4)							
Northern KY	0293M-02C	Breath Test Operator Recert A.M. (29, 30, 31)							
Northern KY	0293A-02C	Breath Test Operator Recert P.M. (28,29,30,31)							
Richmond	1003-020	Conducting Complete Traffic Stops (29-Feb. 1)							
Louisville	0945-010	Critical Incident Management For Supervisors & Managers (29-Feb. 1)	27	28	29	30	31		
Richmond	1007-020	DUI/Standardized Field Sobriety Testing (28-Feb. 1)							
Richmond	0325-02C	Techniques For Police Instructors (Week 2 of 2)							
Richmond	102D-020	Telecommunications Academy (Week 4 of 4)							

LOCATION	COURSE #	COURSE TITLE	SUN	MON	TUE	WED	THU	FRI	SAT
Richmond Northern KY	0472-000	Basic Breath Test Operator (4-8)						1	2
Richmond	0293M-02C	Breath Test Operator Recert A.M. (1)							
Richmond	027D-01R	Telecommunications (Basic) (4-8)							
Louisville	0783-02C	Child Abuse Investigation (7-8)							
Richmond	0721-000	Orientation For New Police Chiefs (4-8)							
Louisville	0901-000	Spanish For Law Enforcement (5-6)	3	4	5	6	7	8	9
Richmond	0808-02C	Undercover Narcotics (5-8)							
Richmond	105D-020	Crisis Negotiations (12)							
Richmond	096D-020	Cultural Awareness (13-14)							
Richmond	068D-02C	Family Violence Across The Life Span (11)							
Richmond	071D-99R3	CJIS-Full Access (11-15)							
Northern KY	0783-02C	Child Abuse Investigation (12-13)	10	11	12	13	14	15	16
Northern KY	0998-020	Child Abuse Investigation II (14-15)							
Richmond	0798-02C	Court Security Procedures (12-15)							
Richmond	0999-020	Methamphetamine Update (14-15)							
Northern KY	2020-02C	Radar Recertification (12) (8:00 a.m.—Noon)							
Richmond	1002-020	Rape and Sexual Assault (12-13)							
Richmond	007B-99R7	Law Enforcement Basic Training (#315)							
Richmond	101D-020	Communications Training Officer (CTO) (18-22)							
Cynthiana	087D-010	CJIS In-Service VII (Full Access) (18, 19)							
Louisville	1003-020	Conducting Complete Traffic Stops (19-22)							
Northern KY	0945-010	Critical Incident Management For Supervisors & Managers (19-22)	17	18	19	20	21	22	23
Richmond	1001-020	Police Photography (19-22)							
Richmond	2020-02C	Radar Recertification (19) (8:00 a.m.—Noon)							
Henderson	2020-02C	Radar Recertification (21) (8:00 a.m.—Noon)							
Richmond	0965B-020	CJED, Class IV, Session II (18-22)							
Richmond	083D-010	Enhanced Telecommunications Skills (26-27)							
Richmond	082D-010	Medical Needs Callers (28)							
Richmond	072D-99R2	CJIS-Inquiry Only (25-27)							
Richmond	087D-010	CJIS In-Service VII (Full Access) (Supplemental) (25)	24	25	26	27	28		
Richmond	0337-010	Basic Investigator School (Week 1 of 2)							
Richmond	1007-020	DUI/Standardized Field Sobriety Testing (25-March 1)							
Louisville	0759-010	First-Line Supervision/Basic (25-March 1)							
Richmond	0803-02C	Interviews & Interrogations (26-March 1)							
Richmond	0890-000	Legal Update: Penal Code (25-27)							
Northern KY	0805-02C	Radar Operator (26-March 1)							
Richmond	088DM-010	CJIS In-Service VII (Inquiry Only) (8:00 a.m. –12:00 noon) (25) (Supplemental)							

LOCATION	COURSE #	COURSE TITLE	SUN	MON	TUE	WED	THU	FRI	SAT
Richmond	0472-000	Basic Breath Test Operator (4-8)							
Richmond	027D-01R	Telecommunications (Basic) (4-8)							
Louisville	070D-02C	Advanced Criminal Justice Information Systems/TAC (4-8)							
Richmond	094D-010	CJIS Mobile Data Terminal (5)							
Richmond	0337-010	Basic Investigator School (Week 2 of 2)							
Richmond	1003-020	Conducting Complete Traffic Stops (5-8)							
Owensboro	0995-020	Effective Police Personnel Practices (7-8)	3	4	5	6	7	8	9
Louisville	1006-020	Kentucky Sheriffs: Civil Process & Procedures (7-8)							
Northern KY	0894-000	Leadership For The New Century (7-8)							
Owensboro	0893-000	Media Relations For Supervisors (5-6)							
Northern KY	0962-010	Spanish for Law Enforcement II (Survival Spanish) (5-6)							
Northern KY	0805-02C	Radar Operator (5-8)							
Richmond	084D-010	Spanish For The Telecommunicator (14)							
Shelbyville	087D-010	CJIS In-Service VII (Full Access) (11, 12)							
Richmond	0998-020	Child Abuse Investigation II (12-13)							
Richmond	0232-02C	Field Training Officer I (FTO) (11-15)							
Richmond	1000-020	Grant Writing For The Practitioner (12-13)							
Bowling Green	0803-02C	Interviews & Interrogations (12-15)							
Richmond	0894-000	Leadership For The New Century (14-15)	10	11	12	13	14	15	16
Richmond	0999-020	Methamphetamine Update (14-15)							
Richmond	0898-000	Police .223 Cal. Patrol Rifle (11-15)							
Henderson	0963-01A	Standardized Child Passenger Safety Training (NHTSA) (12-15)							
Louisville	0805-02C	Radar Operator (12-15)							
Shelbyville	088DM-010	CJIS In-Service VII (Inquiry Only) (8:00 a.m. –12:00 noon) (13)							
Shelbyville	088DA--010	CJIS In-Service VII (Inquiry Only) (1:00 p.m. –5:00 p.m.) (13)							
Richmond	0472-000	Basic Breath Test Operator (18-22)							
Richmond	043D-02C	Emergency Medical Dispatch (11-13)							
Louisville	071D-99R3	CJIS Full Access (18-22)							
Louisville	097D-020	Customer Service (18, 19, 20)							
Richmond	0927-000	Basic Hostage Negotiations (19-22)							
Louisville	0945-010	Critical Incident Management For Supervisors & Managers (19-22)							
Richmond	1026-020	Legal Update: Constitutional Procedure (18-20)	17	18	19	20	21	22	23
Richmond	0898-000	Police .223 Cal. Patrol Rifle (18-22)							
Elizabethtown	0946-01R	Public and Police Safety Advanced (19-22)							
Northern KY	1002-020	Rape and Sexual Assault 21-22)							
Northern KY	0792-02C	Robbery Investigation (19-20)							
Richmond	0965C-020	CJED, Class IV, Session III (18-22)							
Richmond	007B-99R7	Law Enforcement Basic Training (#316)							
Frankfort	001C-00R	Basic Training (Coroners) (25-29)							
Richmond	0017-01A	Basic Narcotic Investigators School (DEA) (Week 1 of 2)							
Richmond	0800-01C	Crime Scene Investigation (26-29)	24	25	26	27	28	29	30
Paducah	1027-020	Domestic Violence (26-29)							
Richmond	0759-010	First-Line Supervision/Basic (25-29)							
Northern KY	0578-02C	Fundamentals of Firearms Decision-Making (25-29)							
Richmond	0996-020	Homicide Investigative Techniques (26-29)							
			31						

LOCATION	COURSE #	COURSE TITLE	SUN	MON	TUE	WED	THU	FRI	SAT
Barren River SRP	097D-020	Customer Service (1,2,3,4)							
Richmond	0793-02C	Basic Accident Investigation (Week 1 of 2)							
Richmond	0017-01A	Basic Narcotic Investigators School (DEA) (Week 2 of 2)							
Paducah	1003-020	Conducting Complete Traffic Stops (2-5)		1	2	3	4	5	6
Northern KY	0800-01C	Crime Scene Investigation (2-5)							
Richmond	1007-020	DUI/Standardized Field Sobriety Testing (1-5)							
Northern KY	0578-02C	Fundamentals of Firearms Decision-Making (1-5)							
Owensboro	0996-020	Homicide Investigative Techniques (2-5)							
Richmond	0946-01R	Public and Police Safety Advanced (2-5)							
Richmond	094D-010	CJIS Mobile Data Terminal (9)							
Richmond	0793-02C	Basic Accident Investigation (Week 2 of 2)							
Bowling Green	0998-020	Child Abuse Investigation II (9-10)							
Ashland	0798-02C	Court Security Procedures (9-12)							
Richmond	1031-020	Ethics For The Line Level Officer (10-12)							
Bowling Green	0999-020	Methamphetamine Update (11-12)							
Richmond	0248-02C	Police Tactical Shotgun (8-12)							
Louisville	0946-01R	Public and Police Safety Advanced (9-12)							
Richmond	102D-020	Telecommunications Academy (Week 1 of 4)							
Hazard	0293M-02C	Breath Test Operator Recert A.M. (16,17,18;19)							
Hazard	0293A-02C	Breath Test Operator Recert P.M. (15,16,17,18)							
Richmond	104D-020	Fire/Hazmat Incident (17-18)							
Northern KY	097D-020	Customer Service (15,16)							
Richmond	1003-020	Conducting Complete Traffic Stops (16-19)							
Louisville	0800-01C	Crime Scene Investigation (16-19)							
LaGrange	0945-010	Critical Incident Management For Supervisors & Managers (16-19)							
Richmond	0232-02C	Field Training Officer I (FTO) (15-19)							
Owensboro	1006-020	Kentucky Sheriffs: Civil Process & Procedures (16-17)							
Richmond	0802-02C	Marksmanship/Firearms Basic Refresher Course (16-19)							
Northern KY	1001-020	Police Photography (16-19)							
Richmond	102D-020	Telecommunications Academy (Week 2 of 4)							
Richmond	007B-99R7	Law Enforcement Basic Training (#317)							
Louisville	0293M-02C	Breath Test Operator Recert A.M. (23, 24, 25, 26)							
Louisville	0293A-02C	Breath Test Operator Recert P.M. (22, 23, 24, 25)							
Louisville	064C-020	Coroners Conference (24-26)							
Barren River SRP	098D-020	Effective Telecommunications Supervisor (25-26)							
Florence	087D-010	CJIS In-Service VII (Full Access) (22, 23)							
Northern KY	1003-020	Conducting Complete Traffic Stops (23-26)							
Richmond	0801-02C	Defensive Driving (22-25)							
Louisville	0955-010	Introduction To Narcotics (25-26)							
Richmond	0802-02C	Marksmanship/Firearms Basic Refresher Course (23-26)							
Louisville	0962-010	Spanish for Law Enforcement II (Survival Spanish) (23-24)							
Richmond	0965D-020	CJED, Class IV, Session IV (22-26)							
Florence	088DM-010	CJIS In-Service VII (Inquiry Only) (8:00 a.m. –12:00 noon) (24)							
Florence	088DA-010	CJIS In-Service VII (Inquiry Only) (1:00 p.m. –5:00 p.m.) (24)							
Richmond	102D-020	Telecommunications Academy (Week 3 of 4)							
Northern KY	0958-010	Background Investigation (30-May1)							
Hopkinsville	0800-01C	Crime Scene Investigation (30-May 3)							
Richmond	0578-02C	Fundamentals of Firearms Decision-Making (29-May 3)							
Bowling Green	0804-02C	Public and Police Safety (30-May 3)							
Richmond	102D-020	Telecommunications Academy (Week 4 of 4)							



LOCATION	COURSE #	COURSE TITLE	SUN	MON	TUE	WED	THU	FRI	SAT
Northern KY	0955-010	Introduction To Narcotics (2-3)				1	2	3	4
Frankfort	018C-00R	Office Administration (Coroners) (7-9)							
Richmond	027D-01R	Telecommunications (Basic) (6-10)							
Florence	087D-010	CJIS In-Service VII (Full Access) (6-7)							
Richmond	1029-020	Ethics: Early Warning Systems (6-7)							
Richmond	1030-020	Ethics: Force, Complaints, and Profiling (8-10)							
Richmond	0578-02C	Fundamentals of Firearms Decision-Making (6-10)	5	6	7	8	9	10	11
Prestonsburg	0999-020	Methamphetamine Update (9-10)							
Bowling Green	0946-01R	Public and Police Safety Advanced (7-10)							
Louisville	0806-02C	Railroad Grade Crossing/Accident Investigation (7-10)							
Prestonsburg	1002-020	Rape and Sexual Assault (7-8)							
Florence	088DM-010	CJIS In-Service VII (Inquiry Only) (8:00 a.m. –12:00 noon) (8)							
Florence	088DA-010	CJIS In-Service VII (Inquiry Only) (1:00 p.m. –5:00 p.m.) (8)							
Lake Barkley SRP	084D-010	Spanish For The Telecommunicator (16)							
Richmond	071D-99R3	CJIS-Full Access (13-17)							
Lake Barkley SRP	097D-020	Customer Service (13,14,15)							
Louisville	0793-02C	Basic Accident Investigation (Week 1 of 2)							
Richmond	0782-02C	Basic Officer Skills (13-17)							
Richmond	0995-020	Effective Police Personnel Practices (14-15)							
Northern KY	0454-00A0	Explosive Investigations (ATF) (13-17)	12	13	14	15	16	17	18
Richmond	0232-02C	Field Training Officer I (FTO) (13-17)							
Ashland	1000-020	Grant Writing For The Practitioner (16-17)							
Owensboro	0803-02C	Interviews & Interrogations (14-17)							
Richmond	0994-020	Managing Investigative Units (16-17)							
Ashland	0962-010	Spanish for Law Enforcement II (Survival Spanish) (14-15)							
Richmond	007B-99R7	Law Enforcement Basic Training (#318)							
Bowling Green	0293M-02C	Breath Test Operator Recert A.M. (21, 22, 23, 24)							
Bowling Green	0293A-02C	Breath Test Operator Recert P.M. ( 20, 21, 22, 23)							
Hazard	063C-010	DNA Evidence (Coroners) (21-23)							
Richmond	101D-020	Communications Training Officer (CTO) (20-24)							
Louisville	072D-99R2	CJIS-Inquiry Only (20-22)							
Richmond	0895-000	Advanced Latent Fingerprints I (21-22)							
Richmond	0944-010	Advanced Latent Fingerprints II (23-24)							
Louisville	0793-02C	Basic Accident Investigation (Week 2 of 2)	19	20	21	22	23	24	25
Bowling Green	0900-000	High Risk Trial Planning (21-22)							
Northern KY	0803-02C	Interviews & Interrogations (21-24)							
Richmond	0782-02C	Basic Officer Skills (20-24)							
Bowling Green	1006-020	Kentucky Sheriffs: Civil Process & Procedures (23-24)							
Murray	0999-020	Methamphetamine Update (21-22)							
Murray	1002-020	Rape and Sexual Assault (23-24)							
Louisville	0963-01A	Standardized Child Passenger Safety Training (NHTSA) (21-24)							
Richmond	0945-010	Critical Incident Management For Supervisors & Managers (21-24)							
Richmond	0783-02C	Child Abuse Investigation (28-29)							
Richmond	0998-020	Child Abuse Investigation II (30-31)							
Richmond	0801-02C	Defensive Driving (28-31)							
Richmond	1007-020	DUI/Standardized Field Sobriety Testing (27-31)							
Louisville	1031-020	Ethics For The Line Level Officer (29-31)	26	27	28	29	30	31	
Richmond	0759-010	First-Line Supervision/Basic (27-31)							
Louisville	0803-02C	Interviews & Interrogations (28-31)							
Richmond	0890-000	Legal Update: Penal Code (28-30)							

LOCATION	COURSE #	COURSE TITLE	SUN	MON	TUE	WED	THU	FRI	SAT
									1
Richmond	0472-000	Basic Breath Test Operator (3-7)							
Richmond	027D-01R	Telecommunications (Basic) (3-7)							
Hopkinsville	0958-010	Background Investigation (4-5)							
Richmond	0800-01C	Crime Scene Investigation (4-7)							
Paducah	1031-020	Ethics For The Line Level Officer (5-7)							
Richmond	1026-020	Legal Update: Constitutional Procedure (3-5)	2	3	4	5	6	7	8
Hopkinsville	0999-020	Methamphetamine Update (6-7)							
Northern KY	0804-02C	Public and Police Safety (4-7)							
Richmond	100D-020	Teambuilding (13)							
Richmond	043D-02C	Emergency Medical Dispatch (10-12)							
Florence	087D-010	CJIS In-Service VII (Full Access) (10,11)							
Richmond	0327-02AC	Accident Investigation (Advanced) IPTM (Week 1 of 2)							
Paducah	0927-000	Basic Hostage Negotiations (11-14)							
Pikeville	0783-02C	Child Abuse Investigation (11-12)							
Pikeville	0998-020	Child Abuse Investigation II (13-14)							
Richmond	1007-020	DUI/Standardized Field Sobriety Testing (10-14)							
Richmond	0774-01A0	Facilitation Transition (10-14)	9	10	11	12	13	14	15
Richmond	0903-000	Firearms Instructor (Week 1 of 2)							
Murray	0803-02C	Interviews & Interrogations (11-14)							
Northern KY	1006-020	Kentucky Sheriffs: Civil Process & Procedures (13-14)							
Florence	088DM-010	CJIS In-Service VII (Inquiry Only) (8:00 a.m. –12:00 noon) (12)							
Florence	088DA-010	CJIS In-Service VII (Inquiry Only) (1:00 p.m. –5:00 p.m.) (12)							
Richmond	067D-02C	Crisis Negotiations (18)							
Richmond	068D-02C	Family Violence Across The Life Span (17)							
Richmond	095D-020	Emergency Medical Dispatch/Advanced (19-20)							
Richmond	071D-99R3	CJIS-Full Access (17-21)							
Richmond	0327-02AC	Accident Investigation (Advanced) IPTM (Week 2 of 2)							
Richmond	0232-02C	Field Training Officer I (FTO) (17-21)	16	17	18	19	20	21	22
Richmond	0903-000	Firearms Instructor (Week 2 of 2)							
Madisonville	0759-010	First-Line Supervision/Basic (17-21)							
Northern KY	0946-01R	Public and Police Safety Advanced (18-21)							
Pikeville	0454-00A0	Explosive Investigations (ATF) (17-21)							
Hazard	0896-000	School Resource Officer (18-21)							
Louisville	0325-02C	Techniques For Police Instructors (Week 1 of 2)							
Richmond	066D-02C	Back To Basics (24)							
Richmond	075D-000	Caller Interview (26)							
Richmond	099D-020	Ethics (27)							
Richmond	081D-010	Special Needs Callers (25)							
Northern KY	0798-02C	Court Security Procedures (25-28)							
Richmond	1032-020	Hazardous Materials Symposium (27-28)							
Richmond	1006-020	Kentucky Sheriffs: Civil Process & Procedures (25-26)	23	24	25	26	27	28	29
Richmond	0248-02C	Police Tactical Shotgun (24-28)							
Richmond	0946-01R	Public and Police Safety Advanced (25-28)							
Richmond	0943-010	School Resource Officer (Advanced) (25-28)							
Louisville	0325-02C	Techniques For Police Instructors (Week 2 of 2)							
			30						

LOCATION	COURSE #	COURSE TITLE	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3	4	5	6
Richmond	0472-000	Basic Breath Test Operator (8-12)							
Elizabethtown	1003-020	Conducting Complete Traffic Stops (9-12)							
Richmond	0801-02C	Defensive Driving (8-11)							
Northern KY	1027-020	Domestic Violence (9-12)							
Hazard	1031-020	Ethics For The Line Level Officer (10-12)							
Richmond	0903-000	Firearms Instructor (Week 1 of 2)							
Louisville	0996-020	Homicide Investigative Techniques (9-12)							
Ashland	0803-02C	Interviews & Interrogations (9-12)							
Richmond	102D-020	Telecommunications Academy (Week 1 of 4)							
Paducah	0998-020	Child Abuse Investigation II (16-17)							
Prestonsburg	1003-020	Conducting Complete Traffic Stops (16-19)							
Richmond	1007-020	DUI/Standardized Field Sobriety Testing (15-19)							
Ashland	0995-020	Effective Police Personnel Practices (16-17)							
Richmond	0903-000	Firearms Instructor (Week 2 of 2)							
Ashland	0893-000	Media Relations For Supervisors (18-19)							
Paducah	0999-020	Methamphetamine Update (18-19)							
Richmond	0896-000	School Resource Officer (16-19)							
Richmond	102D-020	Telecommunications Academy (Week 2 of 4)							
Paducah	0293M-02C	Breath Test Operator Recert A.M. (23, 24, 25)							
Paducah	0293A-02C	Breath Test Operator Recert P.M. (23, 24, 25)							
Danville	087D-010	CJIS In-Service VII (Full Access) (22)							
Northern KY	0793-02C	Basic Accident Investigation (Week 1 of 2)							
Louisville	0337-010	Basic Investigator School (Week 1 of 2)							
Richmond	0232-02C	Field Training Officer I (FTO) (22-26)							
Bowling Green	0786-02C	First-Line Supervision/Advanced (22-26)							
Louisville	1006-020	Kentucky Sheriffs: Civil Process & Procedures (25-26)							
Richmond	0248-02C	Police Tactical Shotgun (22-26)							
Northern KY	0896-000	School Resource Officer (23-26)							
Richmond	0329-02AC	Traffic Accident Reconstruction (IPTM) (Week 1 of 2)							
Richmond	102D-020	Telecommunications Academy (Week 3 of 4)							
Richmond	007B-99R7	Law Enforcement Basic Training (#319)							
Northern KY	0793-02C	Basic Accident Investigation (Week 2 of 2)							
Louisville	0337-010	Basic Investigator School (Week 2 of 2)							
Prestonsburg	0946-01R	Public and Police Safety Advanced (30-Aug. 2)							
Northern KY	0943-010	School Resource Officer (Advanced) (30-Aug. 2)							
Henderson	0901-000	Spanish For Law Enforcement (30-31)							
Somerset	0963-01A	Standardized Child Passenger Safety Training (NHTSA) (30-Aug. 2)							
Richmond	0329-02AC	Traffic Accident Reconstruction (IPTM) (Week 2 of 2)							
Richmond	102D-020	Telecommunications Academy (Week 4 of 4)							

LOCATION	COURSE #	COURSE TITLE	SUN	MON	TUE	WED	THU	FRI	SAT
Henderson	0955-010	Introduction To Narcotics (1-2)					1	2	3
Louisville	061C-010	Interpreting Pattern Injuries (Coroners) (6-8)							
Richmond	027D-01R	Telecommunications (Basic) (5-9)							
Richmond	094D-010	CJIS Mobile Data Terminal (6)							
Bowling Green	0927-000	Basic Hostage Negotiations (6-9)	4	5	6	7	8	9	10
Louisville	1003-020	Conducting Complete Traffic Stops (6-9)							
Hopkinsville	0955-010	Introduction To Narcotics (6-7)							
Elizabethtown	0999-020	Methamphetamine Update (8-9)							
Hopkinsville	0792-02C	Robbery Investigation (8-9)							
Elizabethtown	0901-000	Spanish For Law Enforcement (6-7)							
Richmond	043D-02C	Emergency Medical Dispatch (12-14)							
Cumberland Falls SRP	087D-010	CJIS In-Service VII (Full Access) (12, 13, 14)							
Richmond	0782-02C	Basic Officer Skills (12-16)							
Louisville	0798-02C	Court Security Procedures (13-16)							
Richmond	1000-020	Grant Writing For The Practitioner (15-16)	11	12	13	14	15	16	17
Paducah	0996-020	Homicide Investigative Techniques (13-16)							
Northern KY	0803-02C	Interviews & Interrogations (13-16)							
Somerset	0999-020	Methamphetamine Update (15-16)							
Somerset	0792-02C	Robbery Investigation (13-14)							
Richmond	0962-010	Spanish for Law Enforcement II (Survival Spanish) (13-14)							
Richmond	007B-99R7	Law Enforcement Basic Training (#320)							
Richmond	104D-020	Fire/Hazmat Incident (21-22)							
Richmond	071D-99R3	CJIS-Full Access (19-23)							
Owensboro	1003-020	Conducting Complete Traffic Stops (20-23)							
Richmond	0800-01C	Crime Scene Investigation (20-23)							
Hazard	1027-020	Domestic Violence (20-23)							
Louisville	1031-020	Ethics For The Line Level Officer (21-23)							
Richmond	0795-02C	Field Training Officer II (FTO) (19-21)							
Louisville	0786-02C	First-Line Supervision/Advanced (19-23)	18	19	20	21	22	23	24
Maysville	0999-020	Methamphetamine Update (22-23)							
Northern KY	0946-01R	Public and Police Safety Advanced (20-23)							
Maysville	0901-000	Spanish For Law Enforcement (20-21)							
Richmond	088DM-010	CJIS In-Service VII (Inquiry Only) (8:00 a.m. –12:00 noon) (20)							
Richmond	088DA-010	CJIS In-Service VII (Inquiry Only) (1:00 p.m. –5:00 p.m.) (20)							
Richmond	037C-01C	Case Interviews (Coroners) (27-29)							
Richmond	083D-010	Enhanced Telecommunications Skills (26-27)							
Richmond	082D-010	Medical Needs Callers (28)							
Richmond	0782-02C	Basic Officer Skills (26-30)							
Madisonville	1003-020	Conducting Complete Traffic Stops (27-30)	25	26	27	28	29	30	31
Richmond	0955-010	Introduction To Narcotics (29-30)							
Richmond	095S-020	Law Enforcement Chaplain's Seminar (26-27)							
Richmond	0792-02C	Robbery Investigation (27-28)							
Louisville	0808-02C	Undercover Narcotics (27-30)							

LOCATION	COURSE #	COURSE TITLE	SUN	MON	TUE	WED	THU	FRI	SAT
Richmond	1007-020	DUI/Standardized Field Sobriety Testing (2-6)							
Richmond	1030-020	Ethics: Force, Complaints, and Profiling (4-6)							
Richmond	1000-020	Grant Writing For The Practitioner (3-4)							
Hazard	1006-020	Kentucky Sheriffs: Civil Process & Procedures (5-6)	1	2	3	4	5	6	7
Louisville	1026-020	Legal Update: Constitutional Procedure (4-6)							
Richmond	0801-02C	Defensive Driving (3-6)							
Richmond	0901-000	Spanish For Law Enforcement (5-6)							
Richmond	017C-00R	Firearms I (Coroners) (10-12)							
Richmond	099D-020	Ethics (11)							
Richmond	100D-020	Teambuilding (12)							
Richmond	095D-020	Emergency Medical Dispatch/Advanced (9-10)							
Florence	087D-010	CJIS In-Service VII (Full Access) (9,10)							
Florence	088DM-010	CJIS In-Service VII (Inquiry Only) (8:00 a.m. –12:00 noon) (11)							
Owensboro	0800-01C	Crime Scene Investigation (10-13)	8	9	10	11	12	13	14
Louisville	0890-000	Legal Update: Penal Code (11-13)							
Louisville	1001-020	Police Photography (10-13)							
Richmond	0248-02C	Police Tactical Shotgun (9-13)							
Richmond	0786-02C	First-Line Supervision/Advanced (9-13)							
Maysville	0963-01A	Standardized Child Passenger Safety Training (NHTSA) (10-13)							
Richmond	0325-02C	Techniques For Police Instructors (Week 1 of 2)							
Richmond	0337-010	Basic Investigator School (Week 1 of 2)							
Richmond	007B-99R7	Law Enforcement Basic Training (#321)							
Richmond	072D-99R2	CJIS-Inquiry Only (16-18)							
Richmond	0337-010	Basic Investigator School (Week 2 of 2)							
Elizabethtown	0798-02C	Court Security Procedures (17-20)							
Northern KY	0995-020	Effective Police Personnel Practices (17-18)	15	16	17	18	19	20	21
Northern KY	1031-020	Ethics For The Line Level Officer (18-20)							
Henderson	0803-02C	Interviews & Interrogations (17-20)							
Northern KY	0893-000	Media Relations For Supervisors (19-20)							
Louisville	0721-000	Orientation For New Police Chiefs (16-20)							
Richmond	0804-02C	Public and Police Safety (17-20)							
Richmond	0325-02C	Techniques For Police Instructors (Week 2 of 2)							
Richmond	103D-020	Telecommunications Academy For the Non-Terminal Agency (Week 1)							
Owensboro	054C-01C	Child Death Investigation (Coroners) (24-26)							
KY Dam Village SRP	097D-020	Customer Service (23,24,25,26)							
Richmond	0957-01A	Advanced Narcotics (DEA) (23-27)							
Richmond	0782-02C	Basic Officer Skills (23-27)							
Shelbyville	1003-020	Conducting Complete Traffic Stops (24-27)							
Paducah	0800-01C	Crime Scene Investigation (24-27)							
Richmond	1029-020	Ethics: Early Warning Systems (26-27)	22	23	24	25	26	27	28
Richmond	0795-02C	Field Training Officer II (FTO) (23-25)							
Northern KY	1000-020	Grant Writing For The Practitioner (26-27)							
Northern KY	0901-000	Spanish For Law Enforcement (24-25)							
Richmond	0808-02C	Undercover Narcotics (24-27)							
Richmond	103D-020	Telecommunications Academy For the Non-Terminal Agency (Week 2)							
Louisville	071D-99R3	CJIS-Full Access (30-Oct. 4)	29	30					
Richmond	103D-020	Telecommunications Academy For the Non-Terminal Agency (Week 3)							

LOCATION	COURSE #	COURSE TITLE	SUN	MON	TUE	WED	THU	FRI	SAT
Northern KY	1000-020	Grant Writing For The Practitioner (3-4)							
Louisville	0900-000	High Risk Trial Planning (1-2)							
Middlesboro	0999-020	Methamphetamine Update (3-4)							
Paducah	1001-020	Police Photography (1-4)			1	2	3	4	5
LaGrange	0804-02C	Public and Police Safety (1-4)							
Middlesboro	1002-020	Rape and Sexual Assault (1-2)							
Louisville	1002-020	Rape and Sexual Assault (3-4)							
Northern KY	0962-010	Spanish for Law Enforcement II (Survival Spanish) (1-2)							
Richmond	103D-020	Telecommunications Academy For the Non-Terminal Agency (Week 4)							
Richmond	007B-99R7	Law Enforcement Basic Training (#322)							
Bowling Green	087D-010	CJIS In-Service VII (Full Access) (7,8,9)							
Ashland	1003-020	Conducting Complete Traffic Stops (8-11)	6	7	8	9	10	11	12
Somerset	0798-02C	Court Security Procedures (8-11)							
Richmond	0903-000	Firearms Instructor (Week 1 of 2)							
Owensboro	0759-010	First-Line Supervision/Basic (7-11)							
Louisville	0946-01R	Public and Police Safety Advanced (8-11)							
Richmond	102D-020	Telecommunications Academy (Week 1 of 4)							
Barren River SRP	060C-010	Difficult Death Investigation (Coroners) (15-17)							
Jenny Wiley SRP	098D-020	Effective Telecommunications Supervisor (17-18)							
Jenny Wiley SRP	097D-020	Customer Service (14,15,16)							
Northern KY	0783-02C	Child Abuse Investigation (15-16)							
Bowling Green	0800-01C	Crime Scene Investigation (15-18)							
Louisville	1027-020	Domestic Violence (15-18)	13	14	15	16	17	18	19
Richmond	0903-000	Firearms Instructor (Week 2 of 2)							
Northern KY	1002-020	Rape and Sexual Assault (17-18)							
Richmond	1028-020	Situational Leadership For Law Enforcement (15-16)							
Louisville	0808-02C	Undercover Narcotics (15-18)							
Richmond	102D-020	Telecommunications Academy (Week 2 of 4)							
Richmond	070D-02C	Advanced Criminal Justice Information Systems/TAC (21-25)							
Barren River SRP	1005-020	Command Decisions XXXII (2002) (22-25)							
Bowling Green	1003-020	Conducting Complete Traffic Stops (22-25)							
Louisville	0995-020	Effective Police Personnel Practices (22-23)							
Louisville	0994-020	Managing Investigative Units (24-25)	20	21	22	23	24	25	26
Richmond	0999-020	Methamphetamine Update (24-25)							
Richmond	0898-000	Police .223 Cal. Patrol Rifle (21-25)							
Richmond	1002-020	Rape and Sexual Assault (22-23)							
Richmond	0963-01A	Standardized-Child Passenger Safety Training (NHTSA) (22-25)							
Richmond	102D-020	Telecommunications Academy (Week 3 of 4)							
Richmond	007B-99R7	Law Enforcement Basic Training (#323)							
Northern KY	097D-020	Customer Service (28,29)							
Bowling Green	097D-020	Customer Service (30,31)							
Louisville	0998-020	Child Abuse Investigation II (31-Nov. 1)							
Barren River SRP	1005-020	Command Decisions XXXII (2002) (29-Nov. 1)							
Richmond	1003-020	Conducting Complete Traffic Stops (29-Nov. 1)							
Richmond	1007-020	DUI/Standardized Field Sobriety Testing (28-Nov. 1)	27	28	29	30	31		
Richmond	0996-020	Homicide Investigative Techniques (29-Nov. 1)							
Louisville	0893-000	Media Relations For Supervisors (29-30)							
Richmond	0898-000	Police .223 Cal. Patrol Rifle (28-Nov.1)							
Bowling Green	1001-020	Police Photography (29-Nov. 1)							
Richmond	102D-020	Telecommunications Academy (Week 4 of 4)							

# November

LOCATION	COURSE #	COURSE TITLE	SUN	MON	TUE	WED	THU	FRI	SAT
Morehead	035C-01C	Mass Disaster Planning (Coroners) (5-7)						1	2
Richmond	027D-01R	Telecommunications (Basic) (4-8)							
Louisville	097D-020	Customer Service (4,5,6)							
Jenny Wiley SRP	1005-020	Command Decisions XXXII (2002) (5-8)							
Northern KY	1003-020	Conducting Complete Traffic Stops (5-8)	3	4	5	6	7	8	9
Ashland	0800-01C	Crime Scene Investigation (5-8)							
Owensboro	0945-010	Critical Incident Management For Supervisors & Managers (5-8)							
Louisville	1002-020	Rape and Sexual Assault (5-6)							
Louisville	0792-02C	Robbery Investigation (7-8)							
Richmond	0805-02C	Radar Operator (5-8)							
Richmond	043D-02C	Emergency Medical Dispatch (11-13)							
Richmond	094D-010	CJIS Mobile Data Terminal (14)							
Elizabethtown	087D-010	CJIS In-Service VII (Full Access) (11,12)							
Northern KY	0998-020	Child Abuse Investigation II (12-13)							
Middlesboro	1003-020	Conducting Complete Traffic Stops (12-15)							
Paducah	0798-02C	Court Security Procedures (12-15)	10	11	12	13	14	15	16
Northern KY	0999-020	Methamphetamine Update (14-15)							
Louisville	1001-020	Police Photography (12-15)							
Louisville	0804-02C	Public and Police Safety (12-15)							
Richmond	1028-020	Situational Leadership For Law Enforcement (12-13)							
Richmond	0805-02C	Radar Operator (12-15)							
Richmond	007B-99R7	Law Enforcement Basic Training (#324)							
Madisonville	002C-00R	Post-Mortem Examination (Coroners) (19-21)							
Richmond	071D-99R3	CJIS-Full Access (18-22)							
Louisville	0958-010	Background Investigation (21-22)							
Bardtown	1003-020	Conducting Complete Traffic Stops (19-22)							
Somerset	0800-01C	Crime Scene Investigation (19-22)							
Richmond	1027-020	Domestic Violence (19-22)							
Louisville	1000-020	Grant Writing For The Practitioner (19-20)	17	18	19	20	21	22	23
Bowling Green	0994-020	Managing Investigative Units (21-22)							
Bowling Green	0995-020	Effective Police Personnel Practices (19-20)							
Richmond	101D-020	Communications Training Officer (CTO) (18-22)							
Richmond	1004A-020	CJED, Class V, Session I (18-22)							
Madisonville	0805-02C	Radar Operator (19-22)							
DOWN WEEK-THANKSGIVING HOLIDAY			24	25	26	27	28	29	30

## December

LOCATION	COURSE #	COURSE TITLE	SUN	MON	TUE	WED	THU	FRI	SAT
Erlanger	011C-00R	Case Preparation & Courtroom Demeanor (Coroners) (3-5)							
Richmond	067D-02C	Crisis Negotiations (3)							
Richmond	096D-020	Cultural Awareness (4-5)							
Richmond	068D-02C	Family Violence Across The Life Span (2)							
Richmond	071D-99R3	CJIS-Full Access (2-6)							
Richmond	0895-000	Advanced Latent Fingerprints I (3-4)							
Richmond	0944-010	Advanced Latent Fingerprints II (5-6)							
Richmond	1032-020	Hazardous Materials Symposium (5-6)	1	2	3	4	5	6	7
Louisville	0803-02C	Interviews & Interrogations (3-6)							
Richmond	0786-02C	First-Line Supervision/Advanced (2-6)							
Owensboro	0955-010	Introduction To Narcotics (5-6)							
Owensboro	0999-020	Methamphetamine Update (3-4)							
Richmond	0325-02C	Techniques For Police Instructors (Week 1 of 2)							
Richmond	0890-000	Legal Update: Penal Code (2-4)							
Richmond	084D-010	Spanish For The Telecommunicator (6)							
Richmond	054C-01C	Child Death Investigation (Coroners) (10-12)							
Richmond	027D-01R	Telecommunications (Basic) (9-13)							
Barren River SRP	087D-010	CJIS In-Service VII (Full Access) (9,10,11)							
Paducah	0995-020	Effective Police Personnel Practices (10-11)							
Richmond	0900-000	High Risk Trial Planning (10-11)							
Richmond	1006-020	Kentucky Sheriffs: Civil Process & Procedures (12-13)	8	9	10	11	12	13	14
Richmond	1026-020	Legal Update: Constitutional Procedure (9-11)							
Paducah	0994-020	Managing Investigative Units (12-13)							
Richmond	0325-02C	Techniques For Police Instructors (Week 2 of 2)							
Richmond	1004B-020	CJED, Class V, Session II (9-13)							
Barren River SRP	088DM-010	CJIS In-Service VII (Inquiry Only) (8:00 a.m. –12:00 noon) (12)							
Richmond	007B-99R7	Law Enforcement Basic Training (#325)							
Richmond	0472-000	Basic Breath Test Operator (16-20)							
Richmond	1032-020	Hazardous Materials Symposium (17-18)							
Richmond	1006-020	Kentucky Sheriffs: Civil Process & Procedures (19-20)	15	16	17	18	19	20	21
Richmond	0543-02C	Mandatory Duties Of The Sheriff (16-20)							
Northern KY	0927-000	Basic Hostage Negotiations (17-20)							
<b>DOWN WEEK-CHRISTMAS HOLIDAYS</b>			22	23	24	25	26	27	28
<b>DOWN WEEK-NEW YEAR'S HOLIDAY</b>			29	30	31				



# NOTES